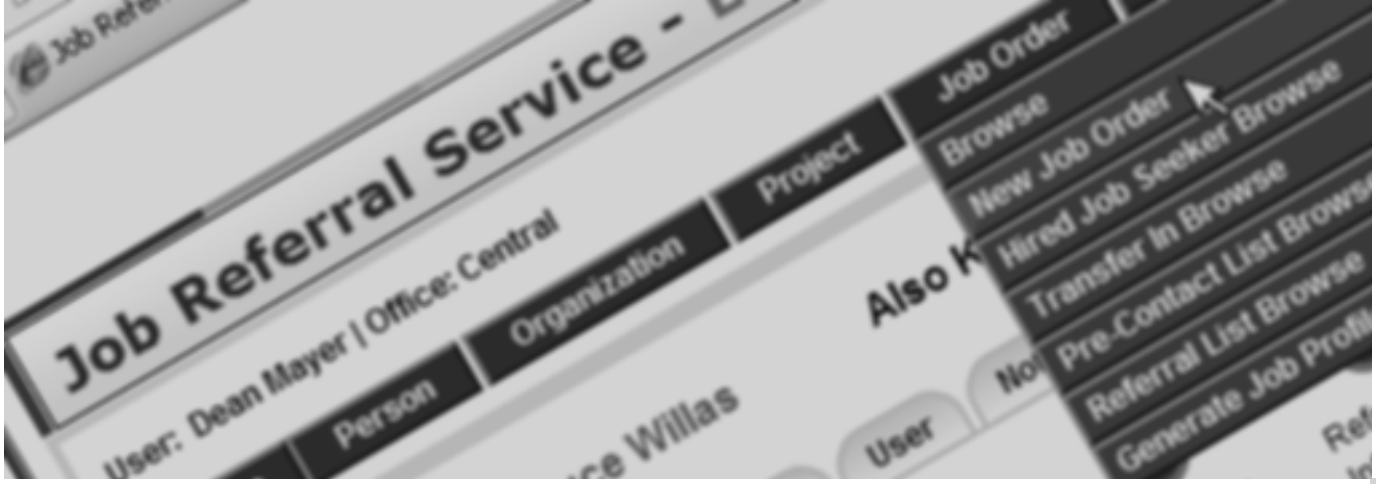
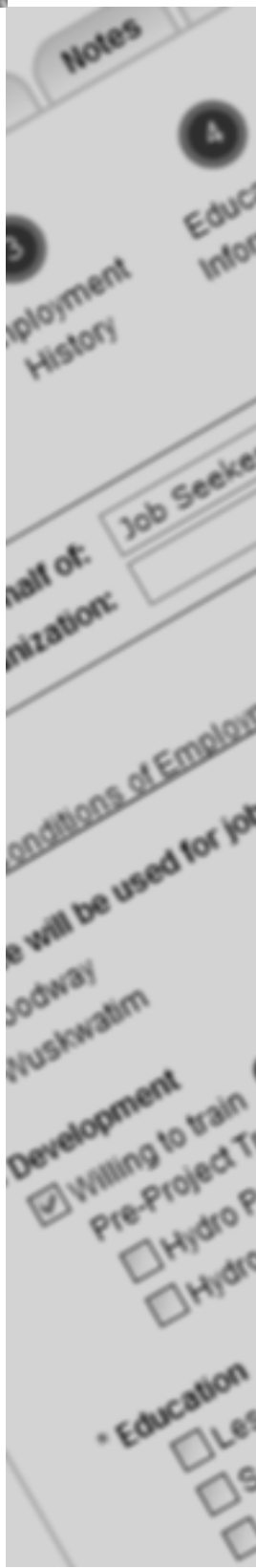


Job Referral System for Employers

August 2012



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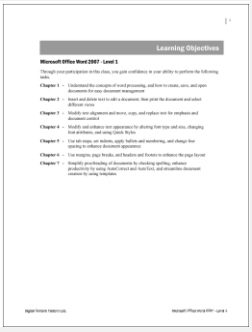
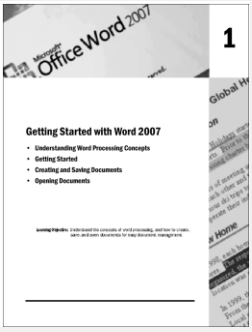
About This Guide

This guide contains the following items:

	***Learning Objectives***	*A description of the software applications and tasks that participants will gain confidence in using.*
	***Guide Chapters***	*The course content delivered in the training session, including supporting materials and procedural tasks.*
	Supporting Materials	*Conceptual and procedural content is used to provide adult learners with an understanding of features and functionality. These materials may also be referenced after the training session.*
	Activities	*Hands-on exercises developed to allow instructors and seminar participants the opportunity to practice performing real-life tasks using the Job Referral System (JRS) for Project Managers.*

Guide Architecture

Three main components are used repeatedly in each chapter of this Student Guide. Each component is used in a building block approach to help participants master the skills required to later apply tasks in real life. The components are listed below:

Concepts describe the purpose of a feature or a function of the application. Other elements such as tips, notes, Terminology tables and graphics may also be found within the concept portion of a chapter.

Procedures outline general steps required to perform a task. They may be used both during and after the course for reference. Throughout the courseware, procedures appear in the following format:

PROCEDURE

Logging in to the JRS

1. Start your computer and log in to the domain according to the normal process.
2. Double-click the Internet Explorer icon on your Desktop to start Internet Explorer.
   Internet Explorer appears on the screen.
3. Log in to the JRS.
   a. Type the URL address **https://jrs.weblink.gov.mb.ca** in the Address bar and press **ENTER**.
      The WebLink page appears.
   b. Type the User Id that has been assigned to you.
   c. Type your personal pin and passcode. Click Login.
      The Welcome page appears.

☐ ☐ ☐

Activities provide a real-life scenario and instructional steps to help the participant perform tasks during the course. This practical application of tasks allows you to gain confidence in performing similar tasks in a real-life situation. Throughout the courseware, exercises appear in the following format:

Activity 2-A – Entering Organizational, Office, and User Data

In this activity, as an Employment Manitoba staff member, you are required to enter organizational details on behalf of ABC Corp. (an employer) into the JRS. You first enter the organization's name and its two branch offices. You then enter the details of four users from those offices, including their User Ids and user roles, which will permit access to the JRS. Then you specify the primary contact for ABC Corp. The organizational details to be entered are:

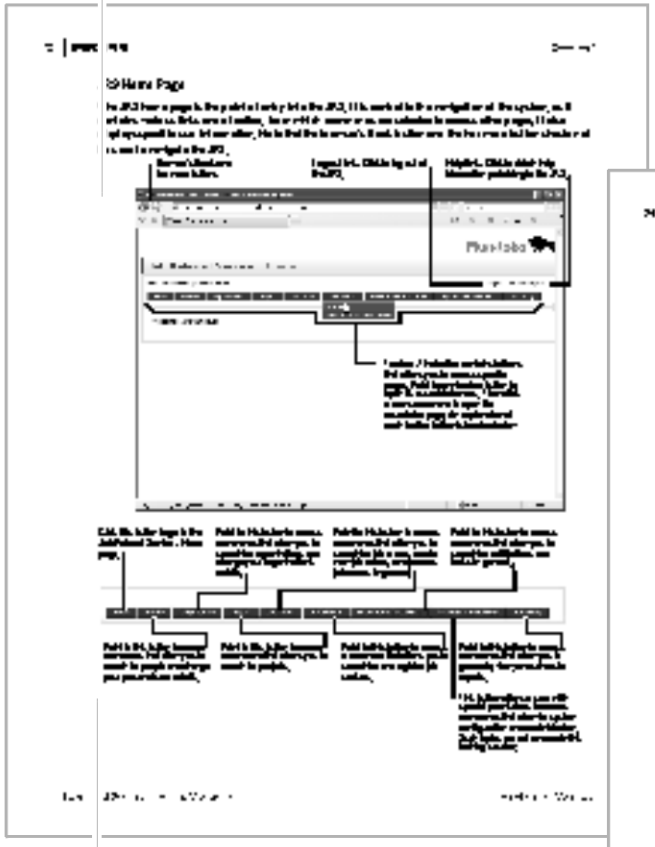
1. Point to the Organization button on the toolbar and then select Browse.
2. Perform a search to confirm that ABC Corp. has not been entered previously.
   a. Click in the Organization Name field and type ab.
   b. Click the Search button.
      No search results are found, which confirms that ABC Corp. is currently not entered in the JRS.

■ ■ ■

Guide Architecture

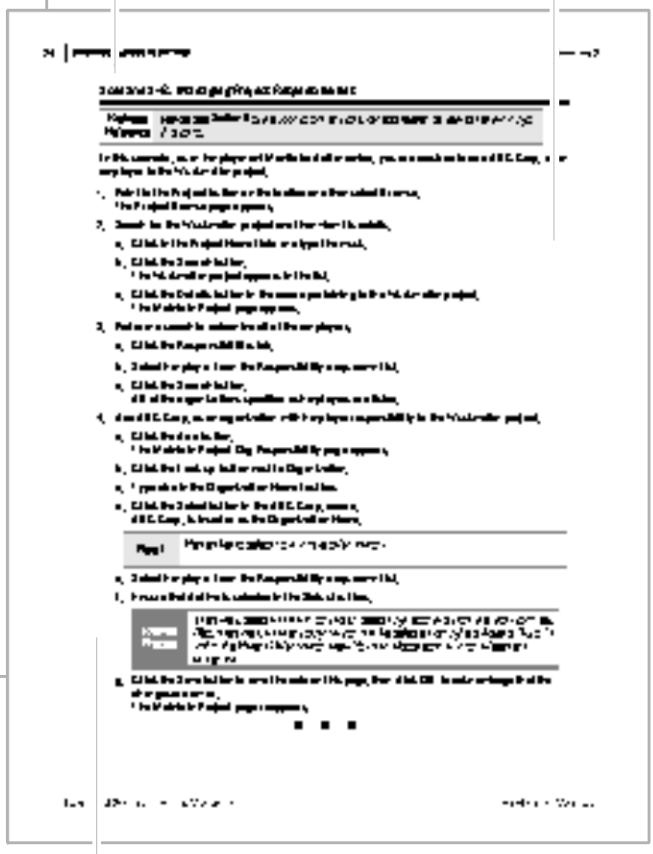
The following example displays two sample pages with annotations indicating different components and elements of the guide.

Clear presentation of concept with associated graphic



Activities are identified with a numbered and named title. Below each activity title, there is a scenario, which describes the role you are to assume and the task that will be performed.

Main step and substep methodology clearly identifies the task that is to be performed, and also details the actions required to perform the task.



Annotations organized with images to create a clear and meaningful illustration.

Attention Element Table

Guide Conventions

Keyboard Actions

Names of keys are bold. For example: Press **ENTER**.

Key combinations are also bold. For example: Press **CTRL+HOME**.

Mouse Actions

Click	Press and release the left mouse button.
Double-click	Press and release the left mouse button twice in quick succession.
Right-click	Press and release the right mouse button.
Double-right-click	Press and release the right mouse button twice in quick succession.
Drag	Hold the left mouse button down while moving the mouse.
Right-drag	Hold the right mouse button down while moving the mouse.

Note that within Activities, **bold** characters represent buttons or menu commands that are to be clicked or selected.

Attention Element Tables

These tables appear throughout the courseware material to highlight items of importance.

Business Reference - Located below each activity title, it indicates the section and document you may reference concerning business process content, not directly related to the use of the JRS.

Business Reference	*Please see **Section A** of the Business Reference Guide for business reference details pertaining to this topic.*

Business Process - Located anywhere in the courseware, it explains each generic business process as it relates to the functionality of the JRS.

Business Process	*You must perform a search for an organization before you can enter it into the JRS. This process helps to ensure that duplicate organizations are not entered into the JRS.*

Alternative Method - Located anywhere in the courseware, it explains other options or buttons which, if selected, may result in the task following a different path or result.

Alternate Method	*Note that you could click the **Save and Return to SP List** button instead to select another skills profile and specify the details.*

Learning Objectives

Job Referral System for Employers

Through your participation in this class, you will gain confidence in your ability to perform the following tasks.

Chapter 1 - Understand the purpose of the Job Referral System and learn how to log in, to search, and navigate the JRS user interface

Chapter 2 - Learn how to edit your organization details, including offices and users

Chapter 3 - Learn how to create job orders, process referrals, perform direct hires, view transfer ins, view notifications and process tasks.

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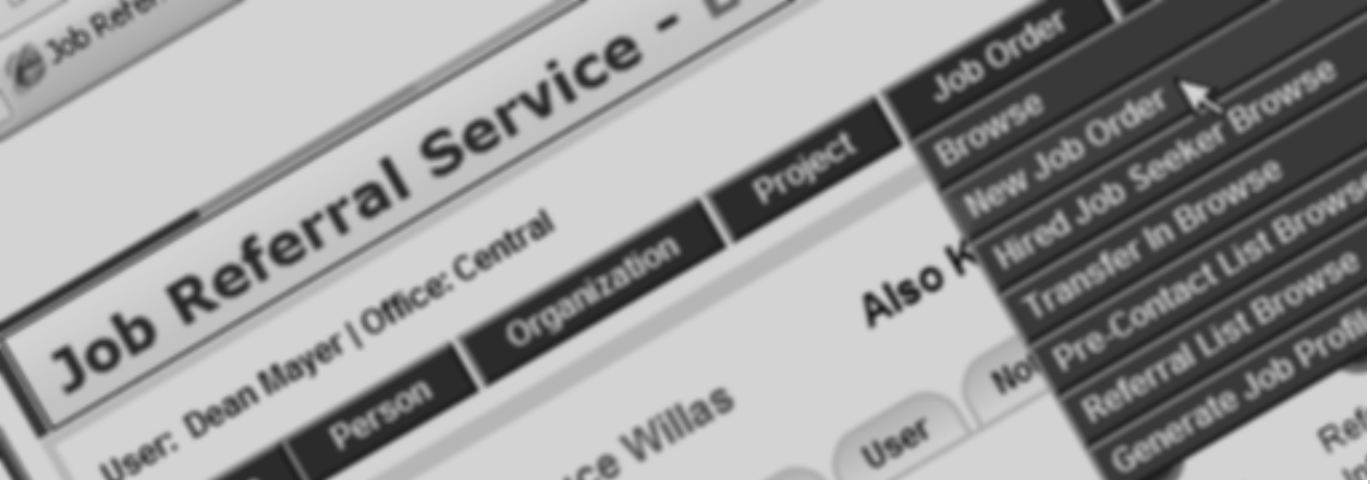


1

Getting Started

- Job Referral System Overview
- Manitoba WebLink and JRS
- JRS Home Page
- Searching the JRS
- Common Page Elements
- JRS Courseware Training Design and Data
- Accessing the JRS
- Log in to the Manitoba WebLink for the First Time
- Log in to the JRS for the First Time
- Log out of the JRS
- Log in to the Manitoba WebLink (Regular Usage)
- Log in to the JRS (Regular Usage)
- Re-Log in to the Manitoba WebLink and JRS
- Reset Forgotten JRS Password
- Change JRS Password

Learning Objective: Understand the purpose of the Job Referral System and learn how to log in to search, and navigate the JRS user interface

In March 2007, a team from Employment Manitoba and Protegra (the company awarded the development contract) began construction of the new Job Referral Service system (JRS). The team's mandate was to ensure the new system would meet:

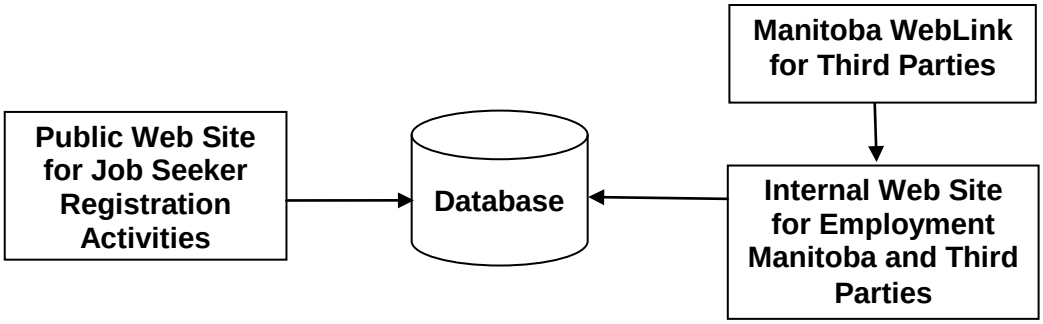
- Hydro's requirements to deliver services for all projects as per the BNA
- Floodway's requirements to deliver services for the Manitoba Floodway Authority project

In terms of functionality, the team also worked to ensure that the system maintained:

- On-line capability for job seekers and third parties
- Flexibility to add future projects
- A managed workflow component to assist users in doing their JRS work
- Reporting capability

The JRS system has been designed with all users in mind, and while the underlying makeup of the system is intricate, this is transparent to the users. Our goal in development of the JRS was to ensure that all fundamental activities, such as registration and job order creation, would become more efficient and effective as users became more and more familiar with the tool.

This manual focuses on the "Internal Web Site" where some of the job seeker registrations and all job order activities are performed. The Public Web Site is accessed by job seekers wishing to complete their own on-line registration, and is, for the most part, an identical reproduction of the registration activities found in the Internal Web Site.


Manitoba WebLink for Third Parties
Public Web Site for Job Seeker Registration Activities
Database
Internal Web Site for Employment Manitoba and Third Parties

The JRS system is an internet-based application. Third Party users such as employers, unions, registration agencies access the JRS Internal Web Site through the Manitoba WebLink. Employment Manitoba staff has direct access to the JRS Internal Web Site. All users access the JRS by entering a JRS User Id and Password. Each user performs certain functions based on their assigned role(s). For example, individuals who only perform job seeker registrations, have limited "read only" access to job order activity. However, Employment Manitoba staff in Thompson Centre has access to both registration and job order activities, along with some administrative functions which would include password resets and employer organization creation.

The structure of the JRS is hierarchical. The top of the hierarchy begins with the creation of a project, such as Wuskwatim. Each project involves various organizations such as employers, unions, and job seeker registration agencies. Each organization may be involved in multiple projects such as the unions.

One of the key things users will learn about is the workflow component of the JRS, which is very important in their JRS activities. This new feature is based on a notification and task process triggered by a specific event in the system. For example, when a job order is approved, the employer, the union specified in the job order will receive a notification advising them that there is a new job order.

We hope you find this manual helpful and easy to follow. Please contact your support services about any questions or concerns you may have.

Employment Manitoba

Manitoba WebLink and the JRS

The Job Referral Service (JRS) system is an internet-based application requiring two logins. First, using Internet Explorer, you log into the Manitoba WebLink site that hosts the JRS system. From here, you access the JRS system and log into it using the User Id and Password you have been provided.

The first login step will require an additional piece of equipment provided to you for entering data into the JRS system called a **Security Token (FOB).** The use of the Security Token (FOB) will allow you into the Manitoba WebLink site before being given the option to log into the JRS system. The successful login to the Manitoba WebLink site via the Security Token (FOB) will always be the first step before the option to log into the JRS system.

Security Token (FOB)	*A security token is a small hardware device that the owner carries to authorize access to a network service. The device used by The Manitoba Government is in the form of a commonly used object such as a key fob. Security tokens (FOB) provide an extra level of assurance through a method known as two-factor authentication: the user has a personal identification number (PIN), which authorizes them as the owner of that particular device; the device then displays a number which uniquely identifies the user to the service, allowing them to log in. The digital numbers for each user is changed frequently, usually every minute or so.* *A Security token (FOB) is practical and easy to carry, and thus, easy for the user to protect. Even if the key fob falls into the wrong hands, however, it can't be used to gain access because the PIN (which only the rightful user knows) is also needed.*

Requirements for Logging into Manitoba WebLink

The first time you log into Manitoba WebLink, you will be required to create a PIN to be used together with the digital numbers from the Security Token (FOB) to get to the JRS system login screen.

Prior to being able to log into Manitoba WebLink,

1. You have:
   a. provided JRS with a signed registration from your organization agreeing to the use of the JRS system on-line and your user information
   b. been issued a Manitoba WebLink Security Token (FOB), and User Id by Manitoba Entrepreneurship, Training and Trade (ETT).
2. You will need:
   a. Access to the Internet. Hi-speed (e.g. DSL) internet access is recommended.
   b. A 32 or 64 bit version of Windows (Windows XP, Vista, Windows 7).
   c. Access to the Internet Explorer, Safari or Fire Fox web browser. If you have any questions, please contact the JRS.
3. It is recommended that your monitor resolution be set at a minimum of 1024 by 768 pixels.

The Manitoba WebLink Security Token (FOB) is the property of The Manitoba Government. Any changes to your organization staff using the Manitoba WebLink FOB should be reported to the JRS. Each FOB is the responsibility of your organization. Each authorized user that requires access to the JRS system will be provided their own personal FOB based on personal information submitted through the JRS registration form.

It is important that you return the Manitoba WebLink FOB to the JRS at the expiration of your contract on the project or changes to the JRS user in your organization.

Security Token (FOB) Precautions

1. Never reveal the PIN that you created. Do not write it down.
2. If you think someone has learned your PIN, notify the Job Referral Service by email at jobreferralservice@gov.mb.ca or phone 1-866-332-5077.
3. Do not let anyone access the Manitoba WebLink under your identity (i.e. log in with your User Id, PIN and the Passcode number from your Security Token).
4. Always logout of the Manitoba WebLink when you are finished using it.
5. Your Security Token contains delicate and sophisticated instrumentation. The casing, LCD, and silicon chip will break if abused. Do not immerse it in liquids, expose to extreme temperatures, or bend it.

If you have connectivity issues or **forget** your Manitoba WebLink User Id and Passcode or any other issues with the Manitoba WebLink, contact:

Business Hours:
Monday to Friday
8:30 a.m. to 4:30 p.m.
JRS
Email: jobreferralservice@gov.mb.ca.
Phone: 1-866-332-5077

Off Business Hours:
The Manitoba Government ICT Service Desk
Phone: 926-3400 or 1-888-281-1139

Contacting the Manitoba Government ICT Service Desk

If you require assistance with the Security Token passcode reset or connectivity issue with the Manitoba WebLink after business hours, you need to contact the Manitoba Government ICT Service Desk. When calling the ICT Service Desk, you need to identify yourself as authorized third party user or external user. You will also need the following

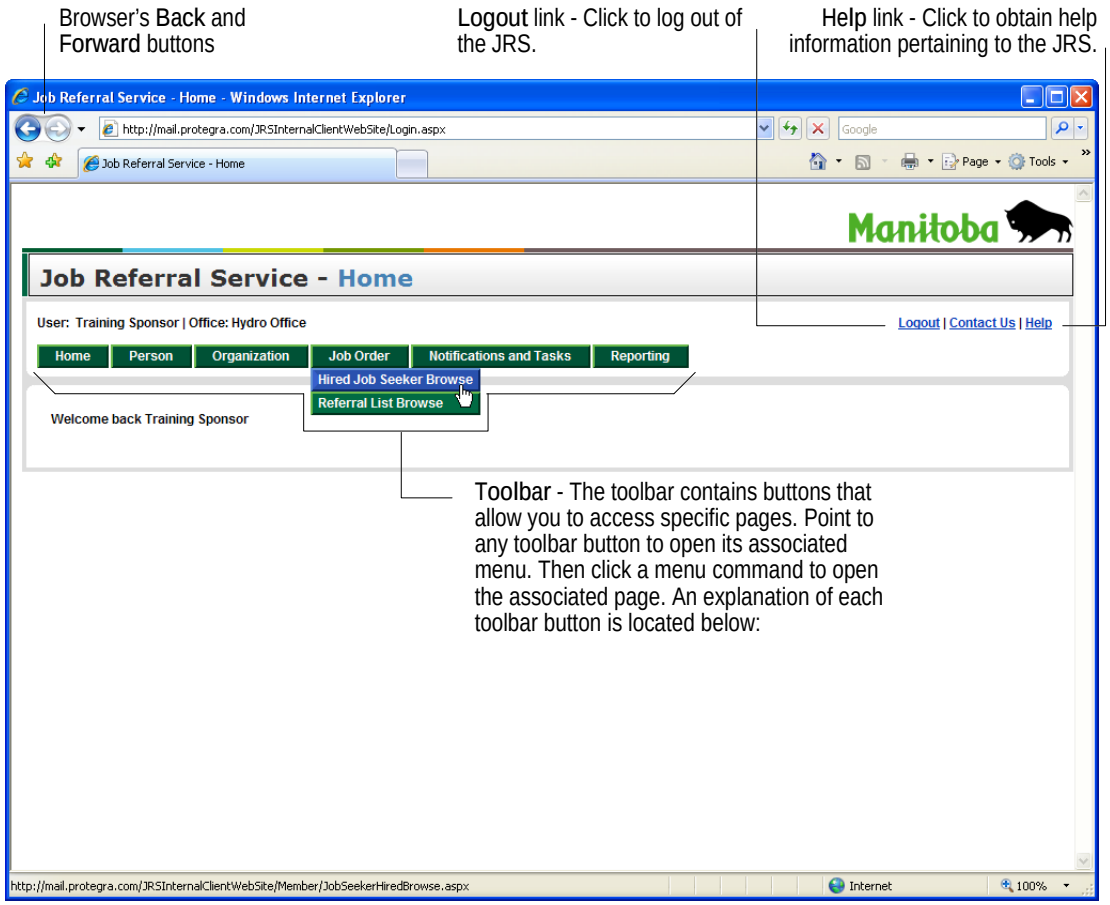
1. Your user name
2. The Security Token serial number (located on the back of the FOB)

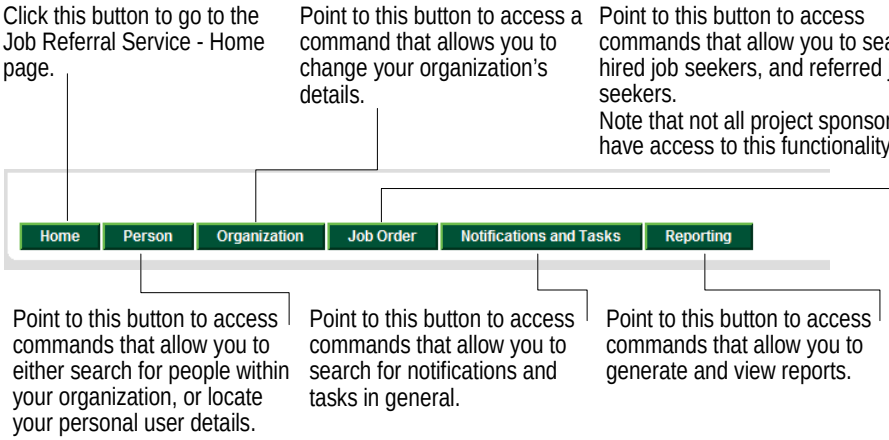
Note!	*The ICT Service Desk cannot reset your **JRS** password. Please contact the JRS to reset your **JRS** password.*

JRS Home Page

The JRS home page is the point of entry into the JRS. It is central to navigating the system, as it contains various links and a toolbar, from which commands are selected to access other pages. It also displays specific user information.

Note!	*The browser's **Back** button and **Forward** button should not be used to navigate the JRS.*


Browser's Back and Forward buttons
Logout link - Click to log out of the JRS.
Help link - Click to obtain help information pertaining to the JRS.
Job Referral Service - Home - Windows Internet Explorer
http://mail.protegra.com/JRSInternalClientWebSite/Login.aspx
Job Referral Service - Home
Manitoba
Job Referral Service - Home
User: Training Sponsor | Office: Hydro Office
Logout | Contact Us | Help
Home
Person
Organization
Job Order
Notifications and Tasks
Reporting
Hired Job Seeker Browse
Referral List Browse
Welcome back Training Sponsor
Toolbar - The toolbar contains buttons that allow you to access specific pages. Point to any toolbar button to open its associated menu. Then click a menu command to open the associated page. An explanation of each toolbar button is located below:
http://mail.protegra.com/JRSInternalClientWebSite/Member/JobSeekerHiredBrowse.aspx
Internet
100%


Click this button to go to the Job Referral Service - Home page.
Point to this button to access a command that allows you to change your organization's details.
Point to this button to access commands that allow you to search for hired job seekers, and referred job seekers.
Note that not all project sponsors will have access to this functionality.
Home
Person
Organization
Job Order
Notifications and Tasks
Reporting
Point to this button to access commands that allow you to either search for people within your organization, or locate your personal user details.
Point to this button to access commands that allow you to search for notifications and tasks in general.
Point to this button to access commands that allow you to generate and view reports.

Searching the JRS (Job Seeker Data and Reports)

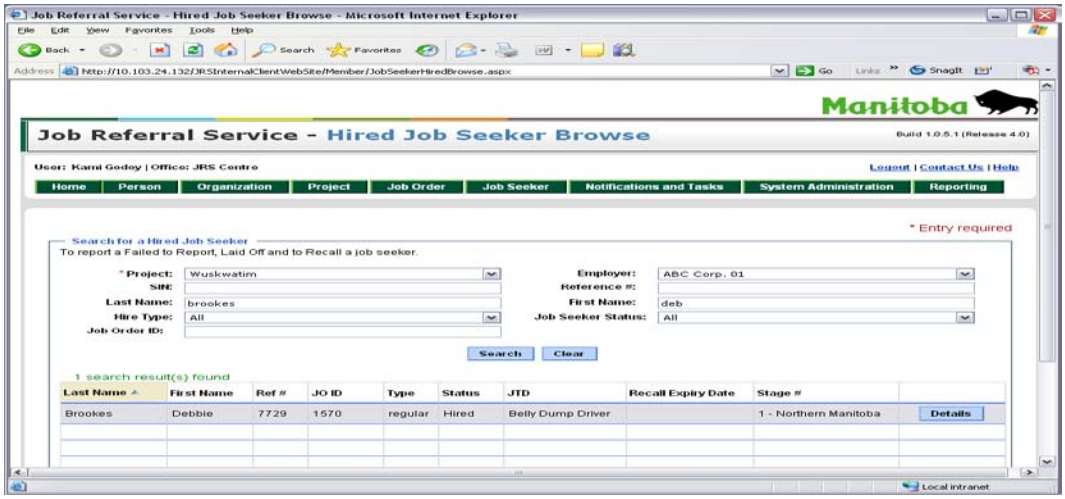
Upon selecting a command from one of the toolbar buttons, you will likely notice that the page that appears is form-like in appearance. This is a common occurrence because the JRS is used to review data, enter data, and edit data.

Much of the functionality that you will use in the JRS involves locating data (records) in the form of job order, hired or referred job seekers (assuming that you have been provided with that level of functionality), and reports. As a result, you may find yourself performing searches in the JRS, which will require you to enter search criteria to locate the desired job order, job seeker(s) and/or reports.

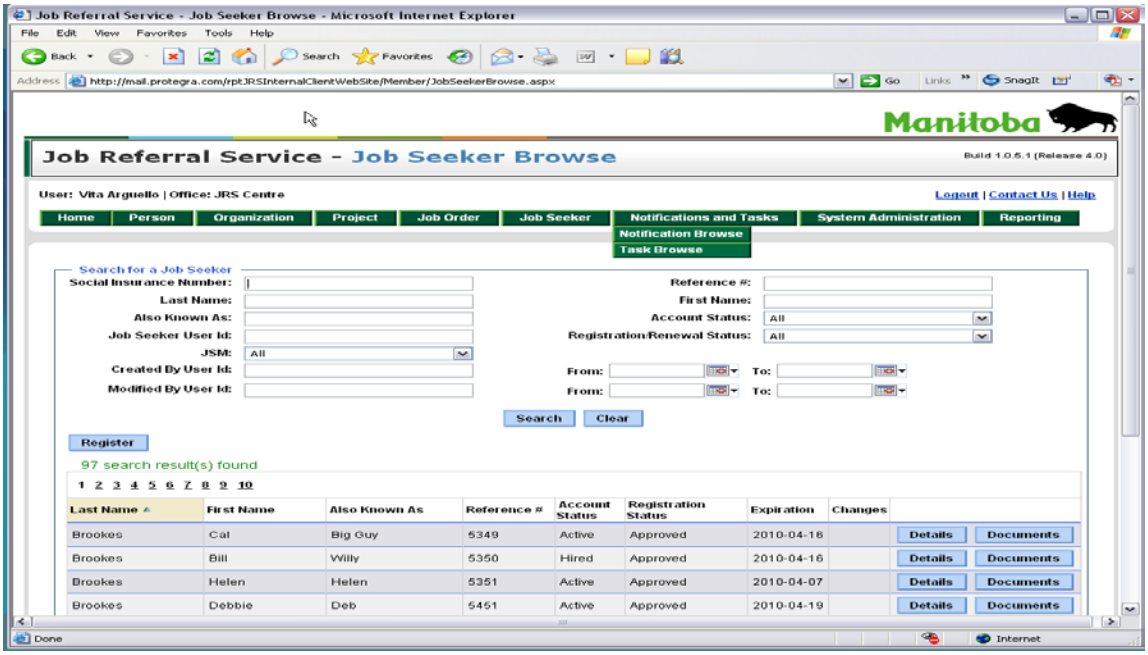
There are a few search guidelines that you can follow to more effectively locate the records.

- Generally, you will enter or select criteria within a browse page to query the data that you wish to display. A search is initiated by clicking the **Search** button.
- Search criterion is not case sensitive. For example, using “benson” to locate a last name would return records containing uppercase characters, lowercase characters, or both, such as: benson, Benson, BENSON.
- You need not enter the entire text string or words for the data you wish to locate. For example, using “ben” to locate a last name would return records such as: Ben, Benson, Benjamin, Corben, etc. Such searches are called “fuzzy searches”.
- Enter more criteria (as required) to perform more specific searches, thus resulting in few records returned. Such searches require that all criteria match.
- Use the most effective criterion to locate the records you desire. For example, using a job order number to locate a job order is more effective than using the job order type.

Below is an example of a search where a hired job seeker named Debbie Brookes was located. In the example below, you will see that “deb” (a shortened text string) was entered in the First Name field and that “brookes” was entered in the Last Name field. In both instances, lowercase characters were also entered. Also, you will notice that Wuskwatim was selected from the Project drop-down list and ABC Corp.01 was selected from the Employer drop-down list.



JRS will return up to 500 search results. Search results will be displayed in a grid with rows and columns with 10 results per page. The searches are generally sorted based on the first column, e.g. Last Name column in the Job Seeker Browse page. You can change the sort base by clicking on title of the column you want the sorting to be based, e.g. Reference #. The ascending or descending order of the sorting can be changed by clicking on the title of the sort base column.

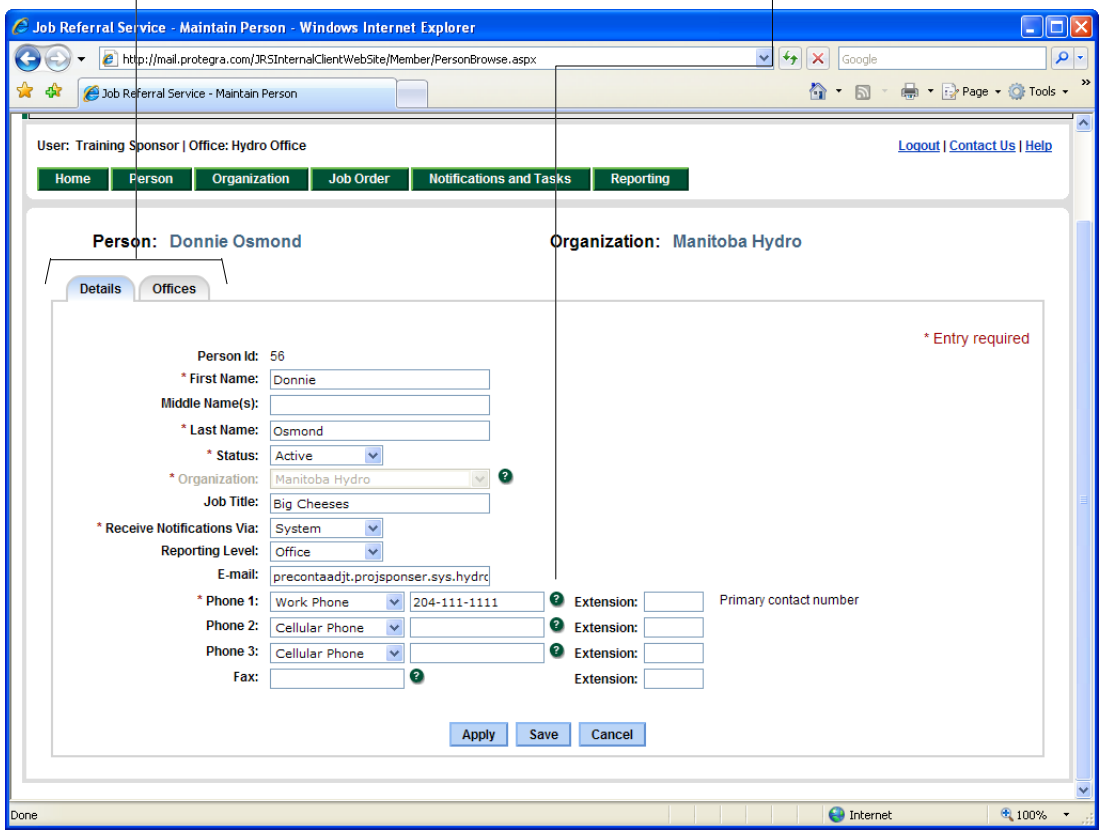


Common Page Elements

As you select commands from the toolbar and perform searches to locate records, you begin to navigate the JRS. While navigating, you will see various page elements that you will use to continue to navigate the system. In addition, you will see other page elements that are indicators to draw your attention to specific requirements.

Some pages contain tabs along the top of the page. Click a tab to view a different page that pertains to the same task or process as the current tab. For example, the **Details** tab below is active, which allows the entry or editing of the data pertaining a person. Clicking the **Offices** tab allows specific office details to be entered or edited.

Some pages contain a icon next to a data field. In this example, it is the **Phone 1** data field. When the mouse pointer is positioned over the icon, a box appears providing contextual help or specific instructions as they pertain to the data.



Some pages contain an asterisk * symbol. This symbol indicates that a data selection or data entry is required in that data field.

Command buttons are one of the most common page elements. They are used to perform a variety of tasks. In this example, the **Apply** button saves any data additions or changes and keeps the current page active. The **Save** button saves any data additions or changes and navigates to the previous page. The **Cancel** button navigates to the previous page without saving any changes.

Command Buttons

As you work with the JRS, you will see various command buttons on the pages. The table below describes the function of the most common command buttons.

COMMAND BUTTON	DESCRIPTION
Search	Click this button after entering search criteria in text boxes (fields) as required to locate data, such as job seekers, projects, etc.
Clear	Click this button to clear the current search results, as well as clear the current search criteria from text boxes (fields).
Cancel	Click this button to close the current page without saving any changes.
Save	Click this button to **save the changes** on the current page **and return to the previous page**.
Apply	Click this button to **save** any data additions or **changes and keep the current page** active**.**
Edit	Click this button when the current page is not accessible (read only) to allow editing to take place.
Prev	Click this button to save the changes made in this page and to jump to the previous page. Note that you should not use the Internet Explorer's Back button to jump to the previous page.
Next	Click this button to save the changes made in this page and to jump to the next page. Note that you should not use the Internet Explorer's Forward button to jump to the next page.
Show All	Click this button to clear the current search criteria from text boxes (fields) and return all results.

Page Display

Users who have view access to the data, the page is displayed in a light, gray color. The fields are not available for data entry and only the buttons for navigating through the pages are available.

Users who can create, modify or edit data, the page is displayed in a darker color. The fields are available for data entry and command buttons are available for saving the data and navigating through the pages.

JRS Courseware Training Design and Data

This manual has been revised to be used in the JRS system training and as a reference guide for users on daily operation of the JRS system.

Using this manual and training exercise data, JRS users will have hands-on activities to effectively learn how to navigate and perform activities in the JRS system.

The training exercises are based on scenarios describing mainly realistic situations where users will need to view records or perform tasks using the JRS System.

Accessing the JRS

The JRS application is available seven days at week. It is maintained nightly between 2:00 a.m. and 6:00 a.m. If you access the JRS between those times, you may experience some problems. You may try to logon after 6:00 a.m.

It is important to note that business and technical support for the JRS shall be available between 8:30 a.m. and 4:30 p.m. Monday to Friday, excluding weekends and statutory holidays.

When you are no longer using the JRS, it is a good security practice to log out of the JRS and the Manitoba WebLink. Note that you will be logged out of the JRS automatically after approximately 60 minutes of inactivity.

If you forget your JRS login password, you can reset it by creating a new one. You will need to know your User Id, as well as the answers to challenge questions, in order to verify your identity. If you forget your User Id or the answer to the challenge question, you will need to contact the JRS by email jobreferralservice@gov.mb.ca or at 1-866-332-5077. You can also obtain the required e-mail or phone number by clicking the **Contact Us** link, located in the upper-right corner of the Job Referral Service Login page.

It is a good security practice to change you passwords periodically. The JRS maintains functionality that allows you to perform this task. You will be prompted to change your password every 90 days, assuming that you have not already done so within that period.

Note!	*Due to the many layers within the JRS application, there may be time delay between actions. It is recommended that users allow up to 2 minutes in between each action to complete the data processing. Insufficient time in between actions may cause events to fail, for example, when recording a job seeker being Laid off Subject to Recall and requesting the recall of the same job seeker less than a minute apart will cause notifications not to be generated.*

PROCEDURE

Log in to the Manitoba WebLink for the First Time

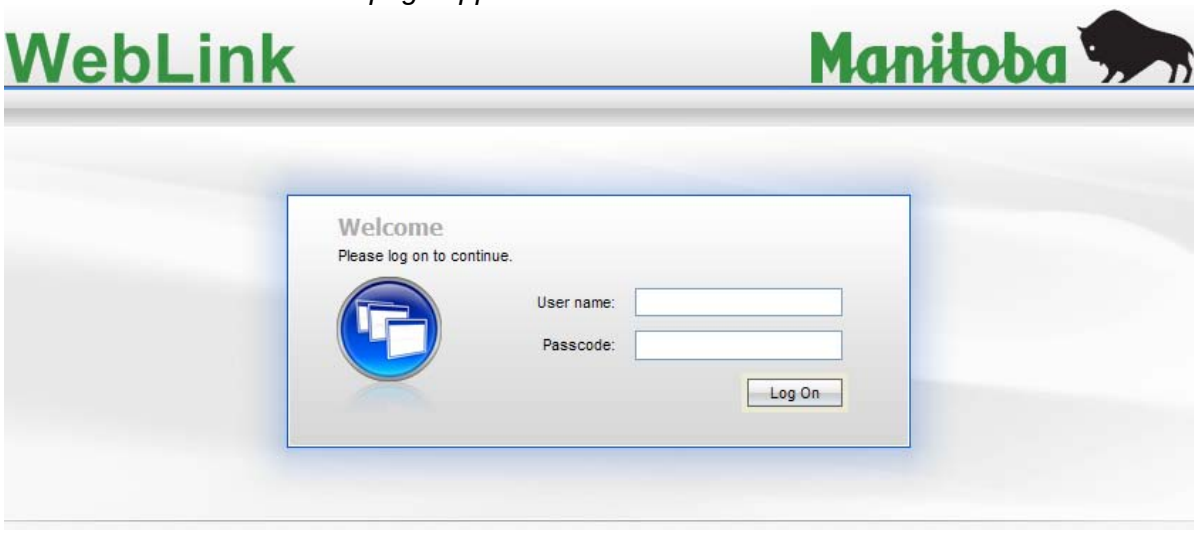
If you are accessing Manitoba WebLink for the first time you will need to create a PIN. This PIN will be created once during this process and will be used every time you access the JRS.

Activity 1-A – Log in to the Manitoba WebLink for the First Time

1. Open your Internet Browser (e.g. Internet Explorer)
2. Type the URL address https://jrs.weblink.gov.mb.ca in the address bar and press **Enter**.

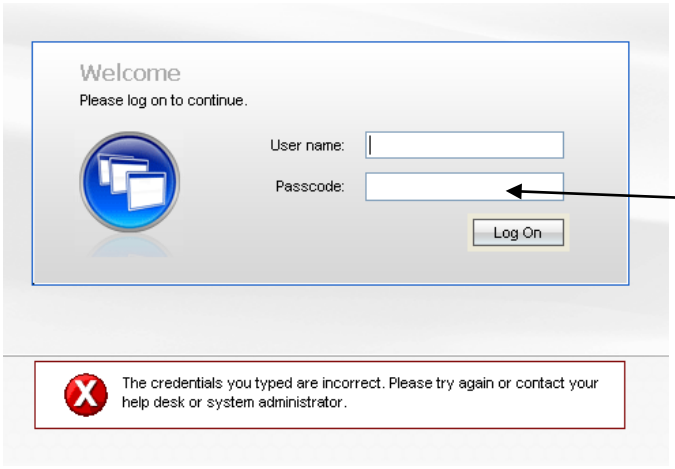
Webpage Error	*If presented with a Webpage error indicating "There is a problem with this website's security certificate". The User is to click on the option – "Continue to this website (not recommended)" and they will get the correct page for logging in to Weblink.*

The Manitoba WebLink page appears.



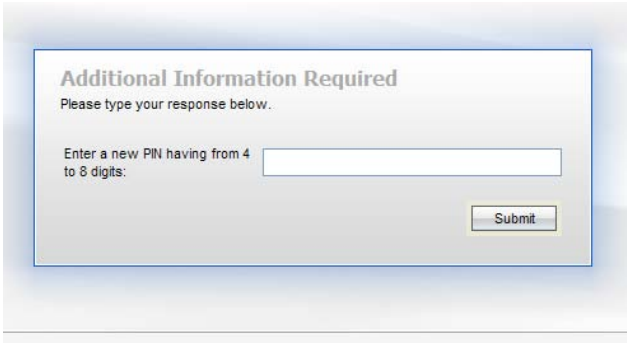
Activity 1-A – Log in to the Manitoba WebLink for the First Time **Cont'd**

3. Enter your assigned **User name** and the **Passcode**, which is the digital 6-digit number displayed on the Security Token (FOB). Click the **Log On** button. If either is incorrect the following red error box will be displayed.

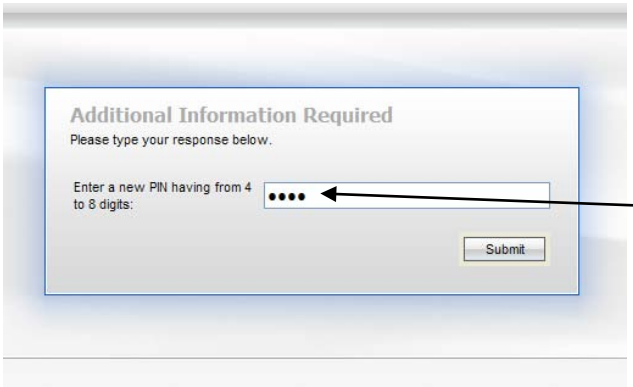

Welcome
Please log on to continue.
User name:
Passcode:
Log On
The credentials you typed are incorrect. Please try again or contact your help desk or system administrator.

The Passcode will be the digital 6-digit number displayed on the Security Token (FOB)

If entered correctly, the screen requesting Additional Information will be displayed, requesting the creation of a new PIN. You will use this screen to create a personal PIN.



4. Create and enter a personal or unique PIN that is 4 to 8 digits (example 5226) and then Click **Submit**.



As the example above shows, the digits that were entered here were 5226. Create your own unique identifying PIN.

Note!	*You will need to remember this 4 - 8 digit PIN from now on to access the Manitoba WebLink service. This 4 - 8 digit PIN that you create will always be the first sequence of digits of your Passcode, followed by the 6 digital numbers from the Security Token (FOB).*

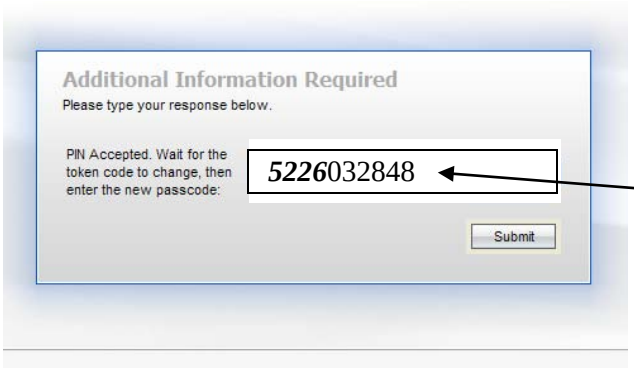
Activity 1-A – Log in to the Manitoba WebLink for the First Time **Cont'd**

5. PIN Accepted screen displays. The following page will be displayed to notify that the PIN has been accepted. It is important to wait until the next change in digital readout on the Security Token (FOB) before proceeding on this screen.

Additional Information Required
Please type your response below.
PIN Accepted. Wait for the token code to change, then enter the new passcode:
Submit

It is important to note that the User must wait for the digital readout on the Security Token (FOB) to change from the original numerical value used in Step 3. Notice the change in the display shown on this Security Token (FOB).

Note!	*Remember to enter the 4 – 8 digit PIN that you created, followed by the 6 digits on the Security Token (FOB)*


Additional Information Required
Please type your response below.
PIN Accepted. Wait for the token code to change, then enter the new passcode:
5226032848
Submit

If the example above in #4 was used and the PIN created was **5226** successfully, then the Passcode to be entered to access the Manitoba WebLink would be: **5226**, followed by the new digital readout on the Security Token (FOB). The entry to the left is based on what is displayed on the Security Token (FOB) readout below, but the numbers you see will be different on the Security Token (FOB)

The JRS Log In page appears.

Frequency of Change of numerical display on the Security Token (FOB)	*On the Security Token (FOB) to the left of the digital number display, there are six horizontal bars. The bars indicate the amount of time remaining before the Security Token (FOB) refreshes the digital numerical Passcode. As the Passcode gets closer to refreshing, the bars decrease one at a time until the next code is displayed. This helps the user to see how much time is left for that current Passcode before the next one will display. If there are only one or two bars remaining, it is recommended that the user wait until the number refreshes before trying to enter their unique PIN and digital numerical Passcode just to ensure the number does not refresh in the middle of this process.* *The numbers will be refreshed every 60 seconds.*

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PROCEDURE

Log in to the JRS for the First Time

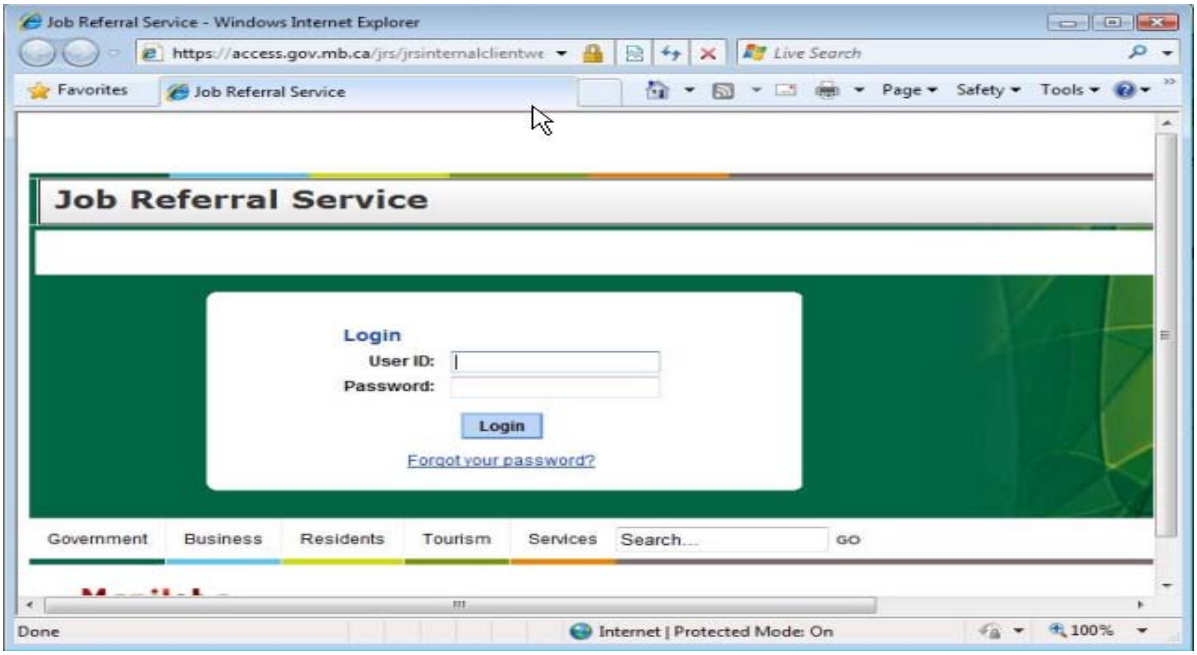
Prior to being able to log into the JRS System, you will be required to:

1. have successfully logged into the Manitoba WebLink using the Security Token (FOB)
   - Change your temporary PIN to a 4 to 8 digit PIN that you will use in addition to the numerical readout on the Security Token (FOB)
2. have been issued a JRS user ID and a temporary Password
   - Change your temporary password in the JRS System. This password will be the one that will be used for 90 days until you are prompted by the JRS to change your password again.

Note!	*You must be successfully logged into the Manitoba WebLink.*

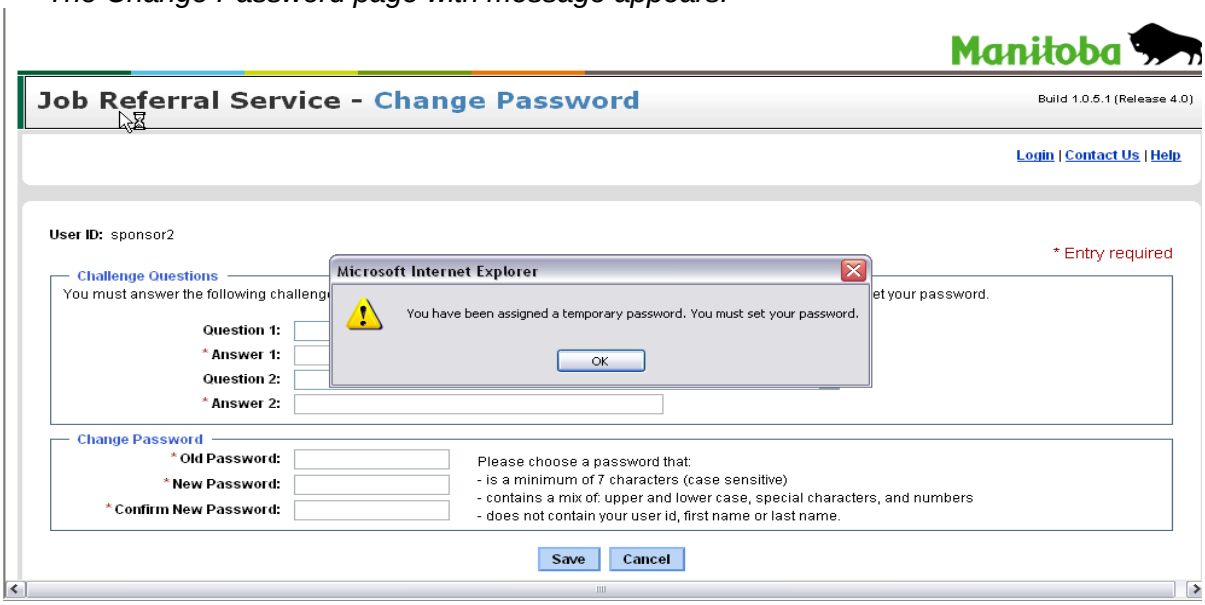
Activity 1-B – Log in to the JRS for the First Time

1. Log into the Manitoba WebLink.
   The Job Referral Service Log On page appears.

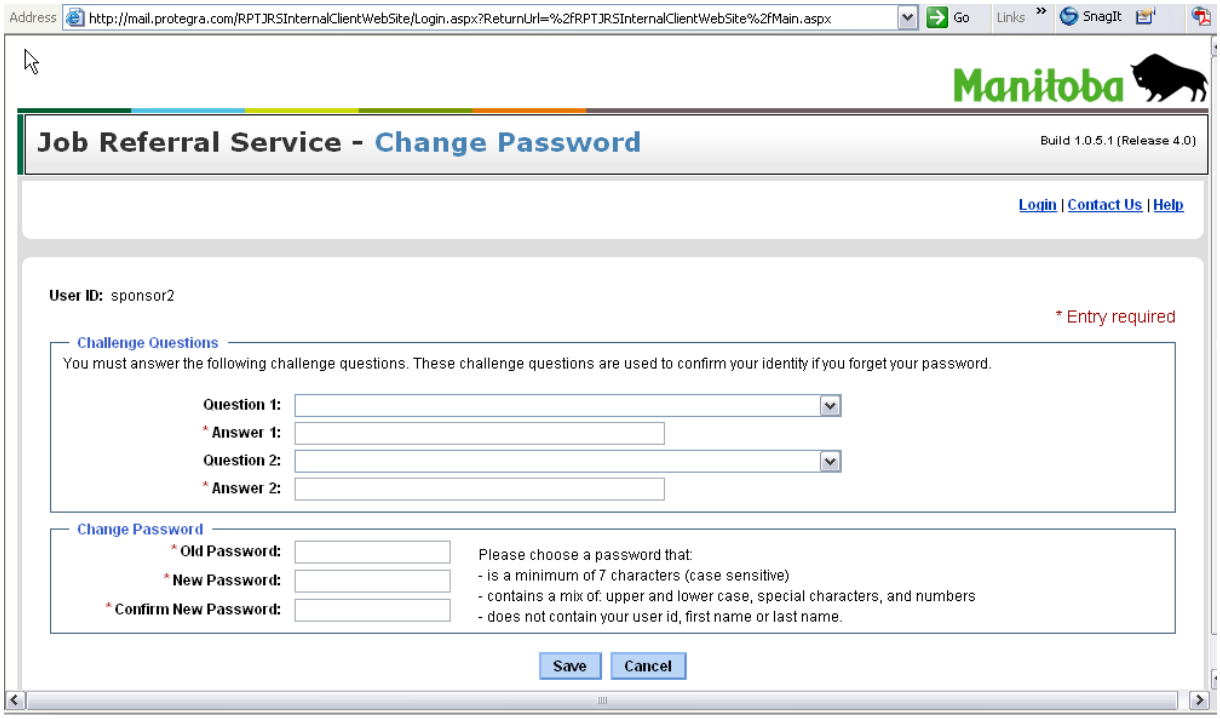


Activity 1-B – Log in to the JRS for the First Time **Cont'd**

2. Type in your assigned JRS User Id and your temporary Password.
   The Change Password page with message appears.

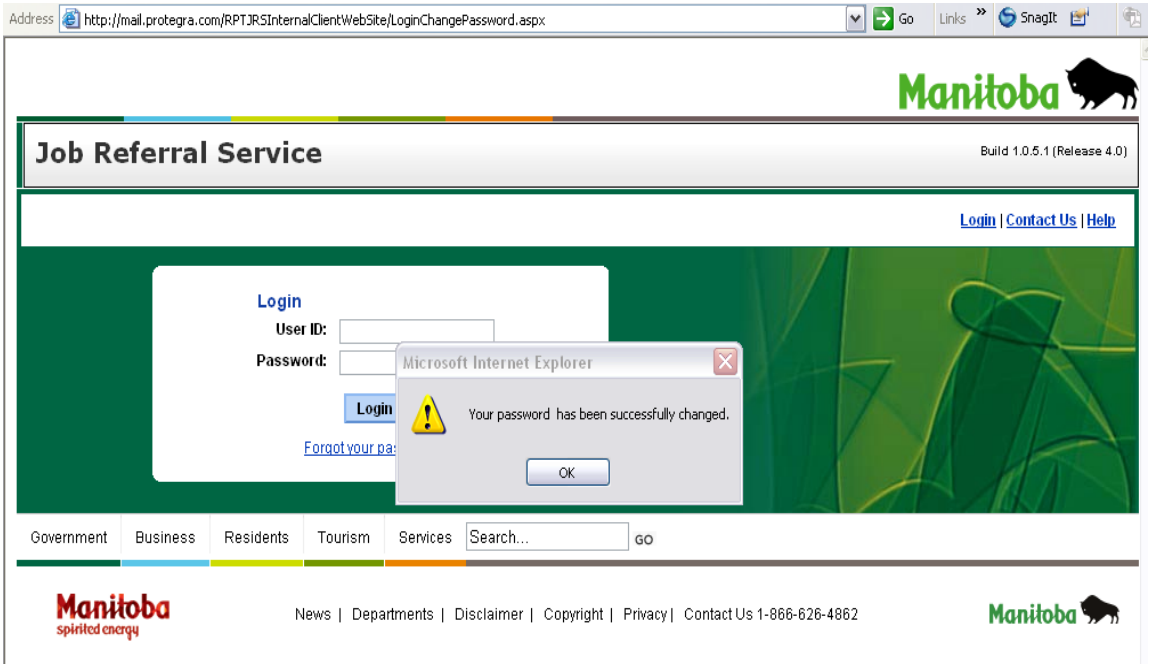

Manitoba
Job Referral Service - Change Password
Build 1.0.5.1 (Release 4.0)
Login | Contact Us | Help
User ID: sponsor2
* Entry required
Challenge Questions
You must answer the following challeng
et your password.
Microsoft Internet Explorer
You have been assigned a temporary password. You must set your password.
OK
Question 1:
* Answer 1:
Question 2:
* Answer 2:
Change Password
* Old Password:
* New Password:
* Confirm New Password:
Please choose a password that:
- is a minimum of 7 characters (case sensitive)
- contains a mix of: upper and lower case, special characters, and numbers
- does not contain your user id, first name or last name.
Save
Cancel

3. Click the **OK** button on the message.
   The Change Password page remains.

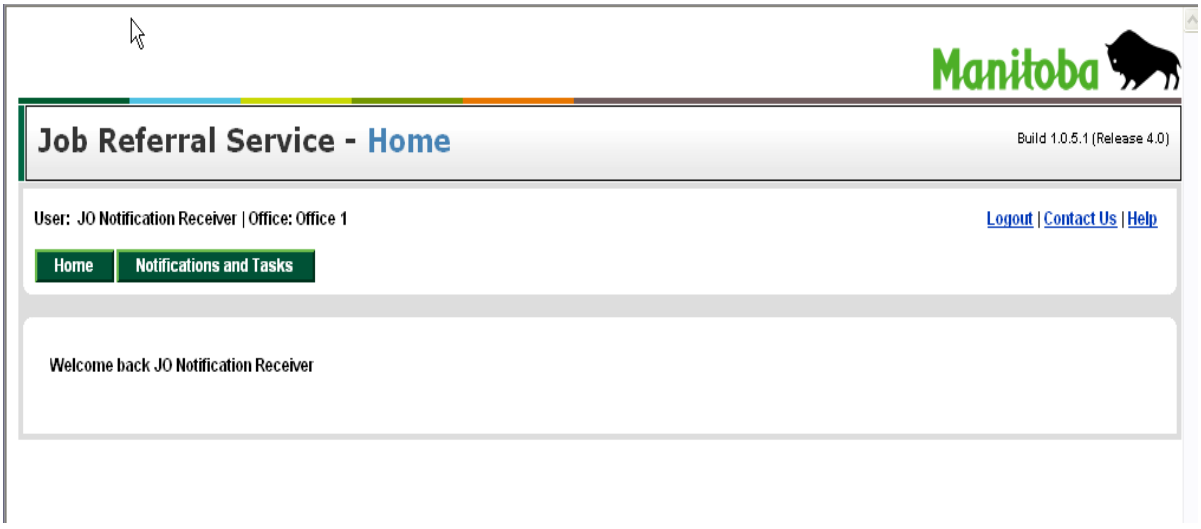

Address
http://mail.protegra.com/RPTJRSInternalClientWebSite/Login.aspx?ReturnUrl=%2fRPTJRSInternalClientWebSite%2fMain.aspx
Go
Links
SnagIt
Manitoba
Job Referral Service - Change Password
Build 1.0.5.1 (Release 4.0)
Login | Contact Us | Help
User ID: sponsor2
* Entry required
Challenge Questions
You must answer the following challenge questions. These challenge questions are used to confirm your identity if you forget your password.
Question 1:
* Answer 1:
Question 2:
* Answer 2:
Change Password
* Old Password:
* New Password:
* Confirm New Password:
Please choose a password that:
- is a minimum of 7 characters (case sensitive)
- contains a mix of: upper and lower case, special characters, and numbers
- does not contain your user id, first name or last name.
Save
Cancel

Activity 1-B – Log in to the JRS for the First Time **Cont'd**

4. Complete the Change Password page by selecting your challenge questions and entering your Answers, enter the temporary password and new password and confirm new password. Click the **Save** button.
   The JRS Log On page with message appears.



5. Log in using your assigned JRS User Id and new Password. Click the **Login** button.
   Your Home page with message appears.


Manitoba
Job Referral Service - Home
Build 1.0.5.1 (Release 4.0)
User: JO Notification Receiver | Office: Office 1
Logout | Contact Us | Help
Home
Notifications and Tasks
Welcome back JO Notification Receiver

PROCEDURE

Log out of the JRS

Activity 1-C – Log out of the JRS

Logging out of the JRS will automatically Log Out of the Manitoba WebLink as well.

1. Click the **Logout** button at the top right corner to logout of JRS.
   The JRS Login page reappears.

2. Close the Window.
   Logging out of the JRS will automatically log you out of Manitoba WebLink also.

☐ ☐ ☐

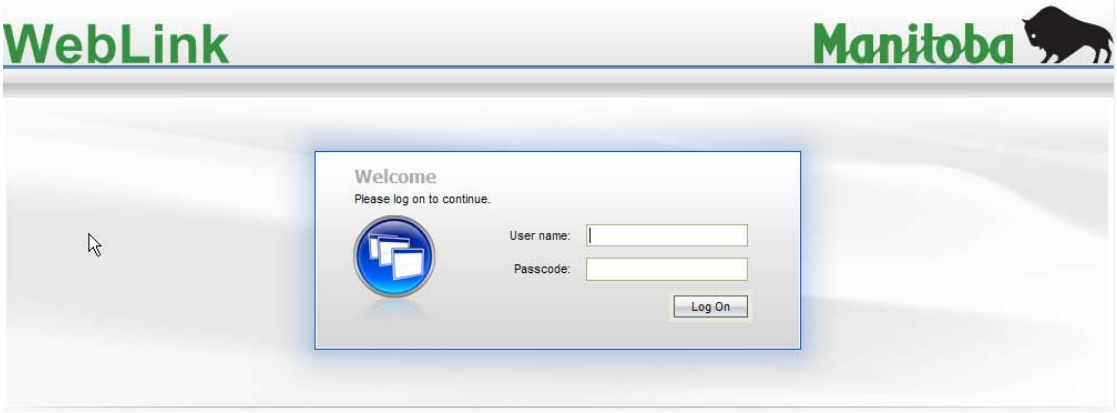
PROCEDURE

Log in to Manitoba WebLink (Regular Usage)

Follow this process if this is not the first time you are accessing the JRS and if you have already completed the steps in Activity 1-A to create a Manitoba WebLink PIN and have been prompted to change your JRS Password.

Activity 1-D – Log in to the Manitoba WebLink

1. Log in to the Manitoba WebLink.
   a. Type the URL address https://jrs.weblink.gov.mb.ca in the Address bar and press ENTER.
   The Manitoba WebLink page appears.



   b. Type your User name in the User name box.
   c. In the Passcode box type the personal PIN (e.g. 5226) you created in Activity 1-A, followed by the 6 digit numeric readout on the Security Token (FOB). (e.g. 5226XXXXXX)
   The JRS Log in page appears

Forgotten Password or Reset	*If you **forget** your Manitoba WebLink **User name** or **Passcode**, you will need to contact:* ***Business Hours:*** *Monday to Friday* *8:30 a.m. to 4:30 p.m.* *JRS* *Email: jobreferralservice@gov.mb.ca.* *Phone: 1-866-332-5077* ***Off Business Hours:*** *The Manitoba Government ICT Service Desk* *Phone: 926-3400 or 1-888-281-1139*

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PROCEDURE

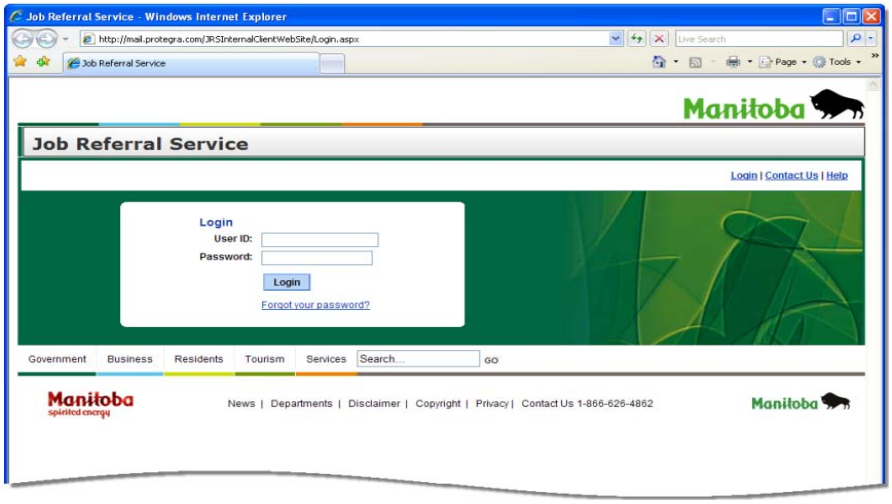
Log in to the JRS (Regular Usage)

This process will be the first step required every time you log on to the JRS

Note!	*You must be successfully logged into the Manitoba WebLink.*

Activity 1-E – Log in to the JRS

1. Log in to the Manitoba WebLink.
   The Job Referral Service Log In page appears.



   a. Type the User Id that has been assigned to you.
   b. Type the password that has been changed by you.
   c. Click Login.
      The Welcome page will appear.

Note!	*The first time you log in to the JRS, you will do so with a temporary password. As instructed above in Activity 1B – Logging into the JRS the First Time you were required to create a new password. This new password is what will be used until the JRS prompts you to make a change. JRS will prompt for a password change after 90 days.* *If you need your JRS password reset, please contact JRS at jobreferralservice@gov.mb.ca or call 1-866-332-5077. The Manitoba Government* ***ICT Service Desk cannot reset JRS passwords****.*

Forgotten Password	*If you* ***forget*** *login* ***Password****, click on the Forgot your password? link to reset your password. You will need your User ID and answers to your challenge questions. Also see Activity 1-H Resetting your Forgotten JRS Password.*

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PROCEDURE

Log out of the JRS

When you are no longer using the JRS, it is a good security practice to log out of the JRS and the Manitoba WebLink. Note that you will be logged out of the JRS automatically after approximately 60 minutes of inactivity.

Activity 1-F – Log out of the JRS

1. Click the Logout link located at the upper-right corner of a page.
2. Close the Window.
   Logging out of the JRS will automatically log you out of Manitoba WebLink also.

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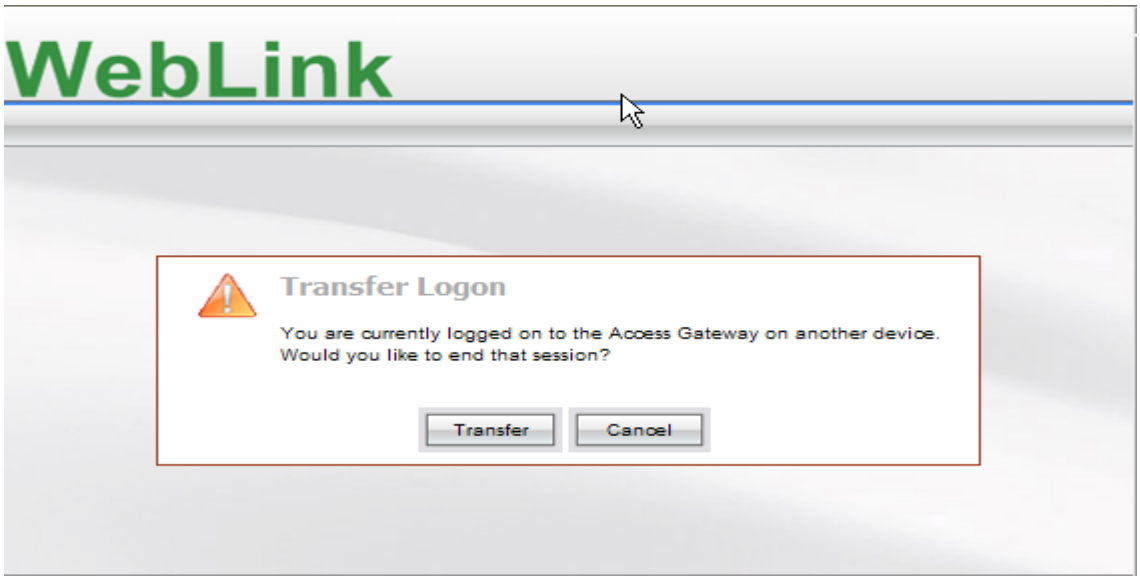
PROCEDURE

Re-Log in to the Manitoba WebLink and JRS

As you log out of the JRS and close the Window, the Manitoba WebLink continues to run for another 10 minutes. When you try to log in to the Manitoba WebLink within that time frame, you will receive a Transfer Logon message.


WebLink
Transfer Logon
You are currently logged on to the Access Gateway on another device.
Would you like to end that session?
Transfer
Cancel

Activity 1-G – Re-Log in to the Manitoba WebLink

1. Click the *Transfer* button on the Transfer Logon message.
   JRS Logon page appears.
2. Login to the JRS.

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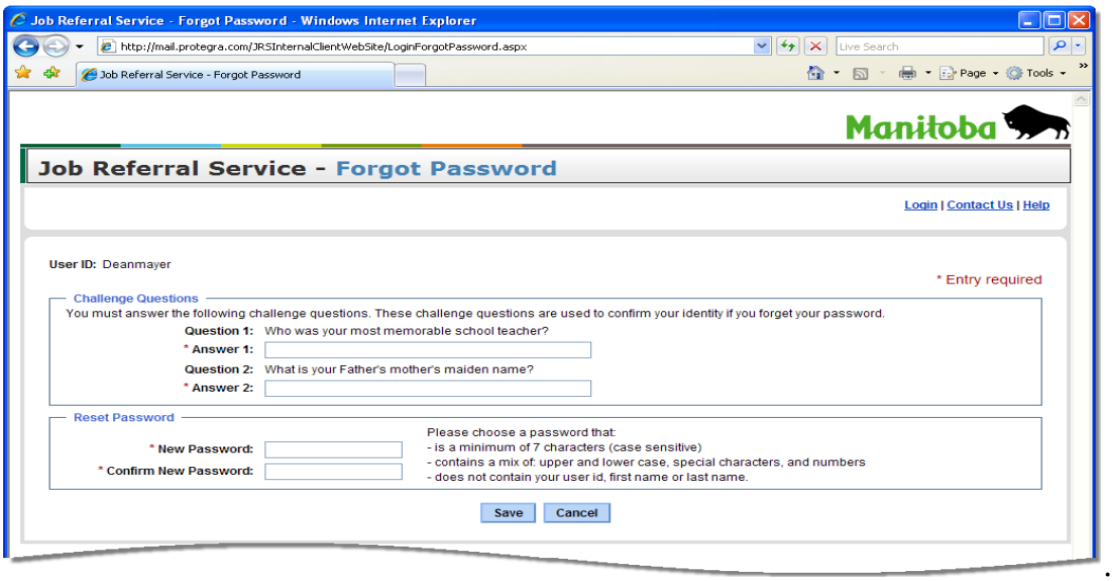
PROCEDURE

Reset Your Forgotten JRS Password

Activity 1-H – Reset Your Forgotten JRS Password

1. Log on the JRS through the Manitoba WebLink site.
2. Click the **Forgot your password?** link.
   The Forgot Password page appears.
3. Type your User Id in the text box and click Continue.
   The Forgot Password page appears.


Job Referral Service - Forgot Password - Windows Internet Explorer
http://mail.protegra.com/JRSInternalClientWebSite/LoginForgotPassword.aspx
Job Referral Service - Forgot Password
Manitoba
Job Referral Service - Forgot Password
Login | Contact Us | Help
User ID: Deanmayer
* Entry required
Challenge Questions
You must answer the following challenge questions. These challenge questions are used to confirm your identity if you forget your password.
Question 1: Who was your most memorable school teacher?
* Answer 1:
Question 2: What is your Father's mother's maiden name?
* Answer 2:
Reset Password
* New Password:
* Confirm New Password:
Please choose a password that:
- is a minimum of 7 characters (case sensitive)
- contains a mix of: upper and lower case, special characters, and numbers
- does not contain your user id, first name or last name.
Save
Cancel

4. Type the answer to the first question in the Answer 1 text box.
5. Type the answer to the second question in the Answer 2 text box.

Business Process	*If you forget your User Id or the challenge question, you will need to contact the JRS by email at jobreferralservice@gov.mb.ca or call 1-866-332-5077.*

6. Type the new password in the New Password text box.
   Remember that the password should be a minimum of 7 characters (case sensitive). It should contain a mix of uppercase, lowercase, special characters, and numbers. Also, it should not contain your User Id, first name, or last name.
7. Type the new password again in the Confirm New Password text box.
8. Click the Save button.
   If the answers to the challenge questions are correct and the new password conforms to the guidelines, a message indicating that your password was successfully changed appears.
9. Click OK.
   You can now return to the Job Referral Service page to log in using the new password.

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PROCEDURE

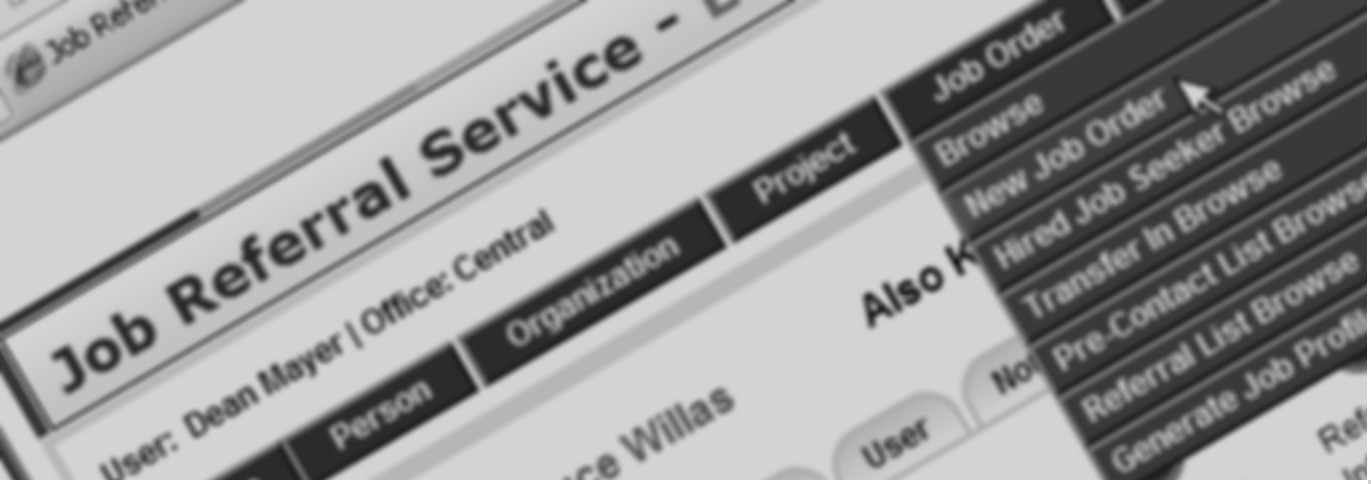
Change Your JRS Password

It is a good security practice to change your passwords periodically. The JRS maintains functionality that allows you to perform this task. You will be prompted to change your password every 90 days, assuming that you have not already done so within that period.

Activity 1-I – Change Your JRS Password

1. Log on the JRS through the Manitoba WebLink site.
2. Point to Person on the toolbar and select Person Details.
3. Click the User tab and then click the Change Password button.
   The Change Password page appears.
4. Type the current password in the Current Password text box.
5. Type the new password in the New Password text box.
   Remember that the password should be a minimum of 7 characters (case sensitive). it should contain a mix of uppercase, lowercase, special characters, and numbers. Also, it should not contain your User Id, first name, or last name.
6. Type the new password again in the Confirm New Password text box.
7. Click the Save button.
   If the new password conforms to the guidelines identified in step 5, a message indicating that your password was successfully changed appears.
8. Click OK.

■ ■ ■



2

Perform Administration Tasks

- Review Your Organization, Offices, and Users Data
- Review and Edit Your Own Data

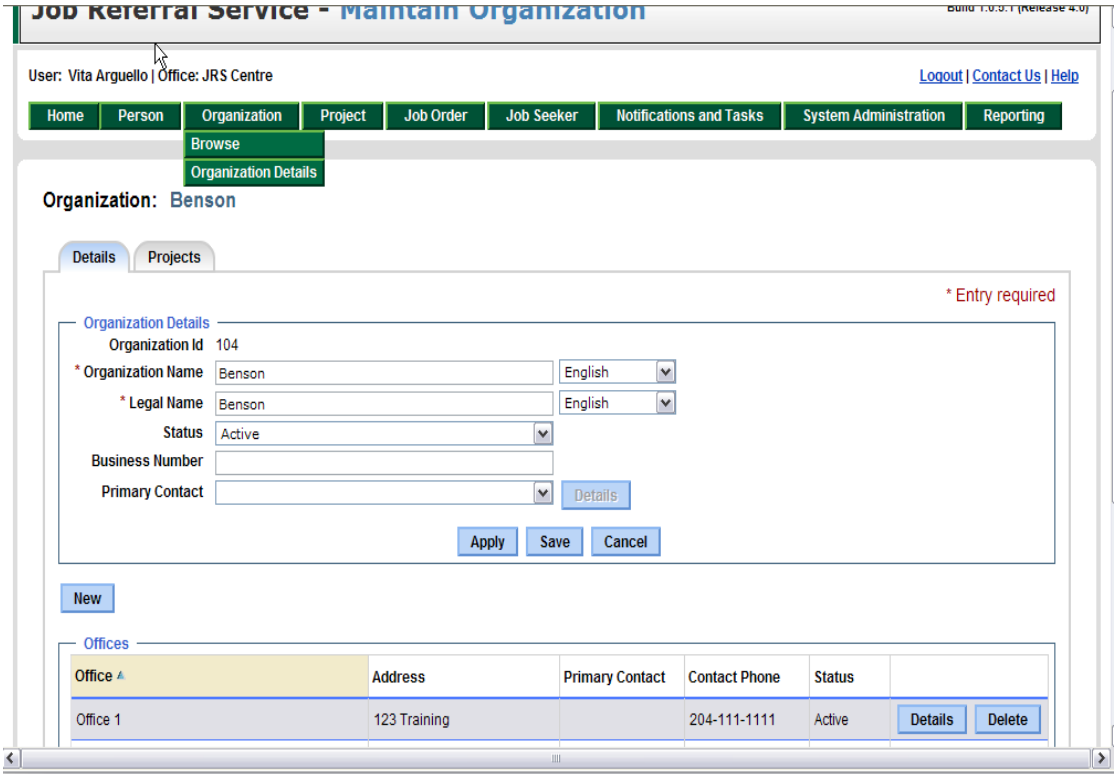
Learning Objective: Learn how to view your organization data and manage your own data

Activity 2–A: Review Your Organization, Offices Data

On-line users can review their organization setup, including offices and users, to determine its configuration.

Note!	*Only appointed Employment Manitoba staff will be responsible for the setup of your organizational details. You can make only make changes to your person details and password.*

1. Point to the **Organization** button on the toolbar and then select **Organization Details**.
   Your Organization Details page appears.

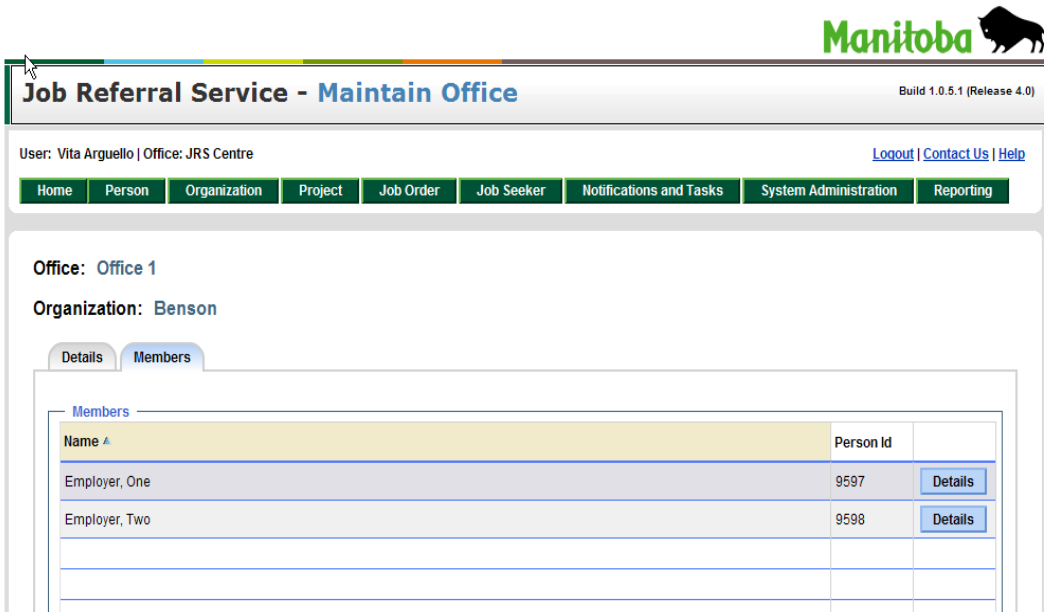


2. Review your organization details and projects.
   a. Scroll down to display and review the organization details and the offices.
   b. Click the **Projects** tab to display the projects.
   c. Click the **Details** tab to return to the previous page.

Alternate Method	*Point and click the Home button on the toolbar.*

Activity 2–A: Review Your Organizational, Offices Data **Cont'd**

3. Review Office details and its members.
   a. Click the **Details** button in the record associated with the Office.
   b. Scroll down to display and review the office details and the contact information
   c. Click the **Members** tab to display the users from the Office.
   Your screen will appear as follows.



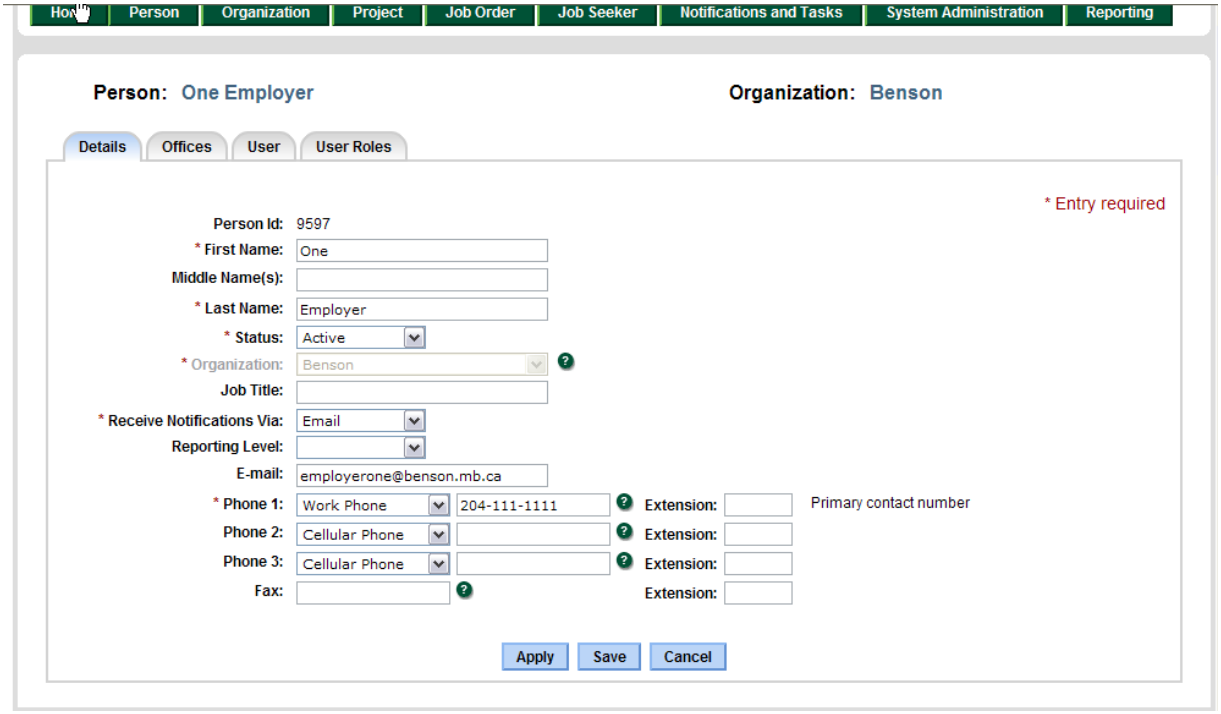
   d. Click the **Details** button of your name.
   Your Persons details appear.
   e. Review the offices, user, and user roles details.
4. Click the **Cancel** button when finished.
   The list of members reappears.
5. Click the **Cancel** button again.
   Your organization details reappear.

Alternate Method	*Point and click the Home button on the toolbar.*

Activity 2–B: Review and Edit Your Own Data

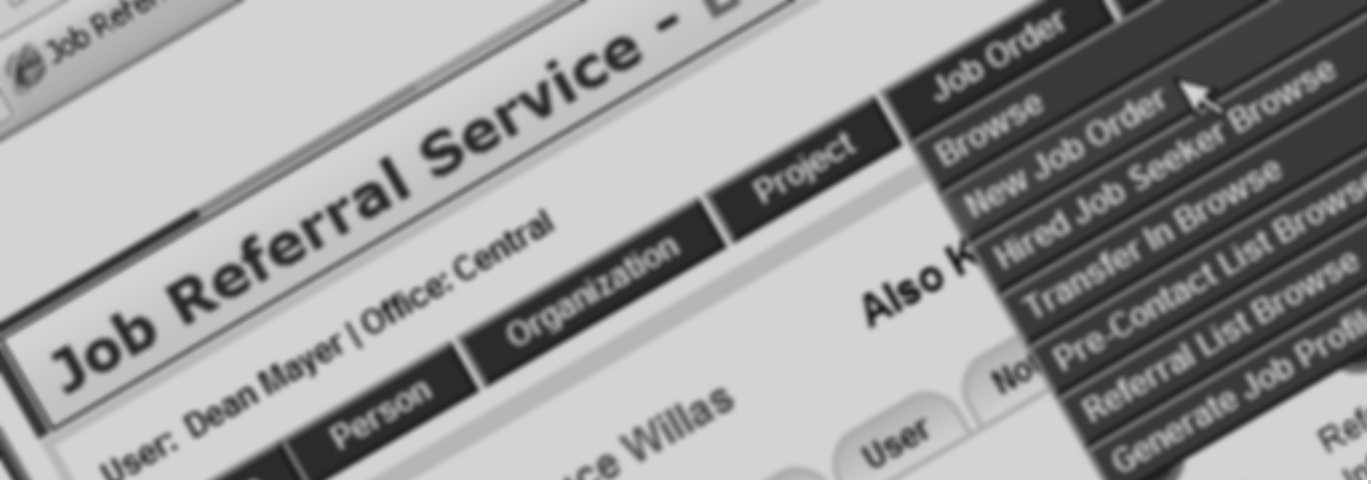
As an on-line user, you can review your own data.

1. Point to the **Person** button on the toolbar and then select **Person Details**.
   The Maintain Person page appears.



2. Review your details, offices, User and User Roles.
   a. Scroll down to display, review and edit your personal details.
   b. Make changes to your personal details and click Apply button.
   c. Click the Offices tab to display the offices you are associated to.
   d. Click the **User** tab to display User Id, to review and edit Challenge Questions and Answers and to change Password.
   e. Click the **User Roles** tab to display and review your role in a project.
   f. Click the **Cancel** button.
      Your Home page appears.

■ ■ ■



3

Perform Job Order Tasks, View Notifications and Process Tasks

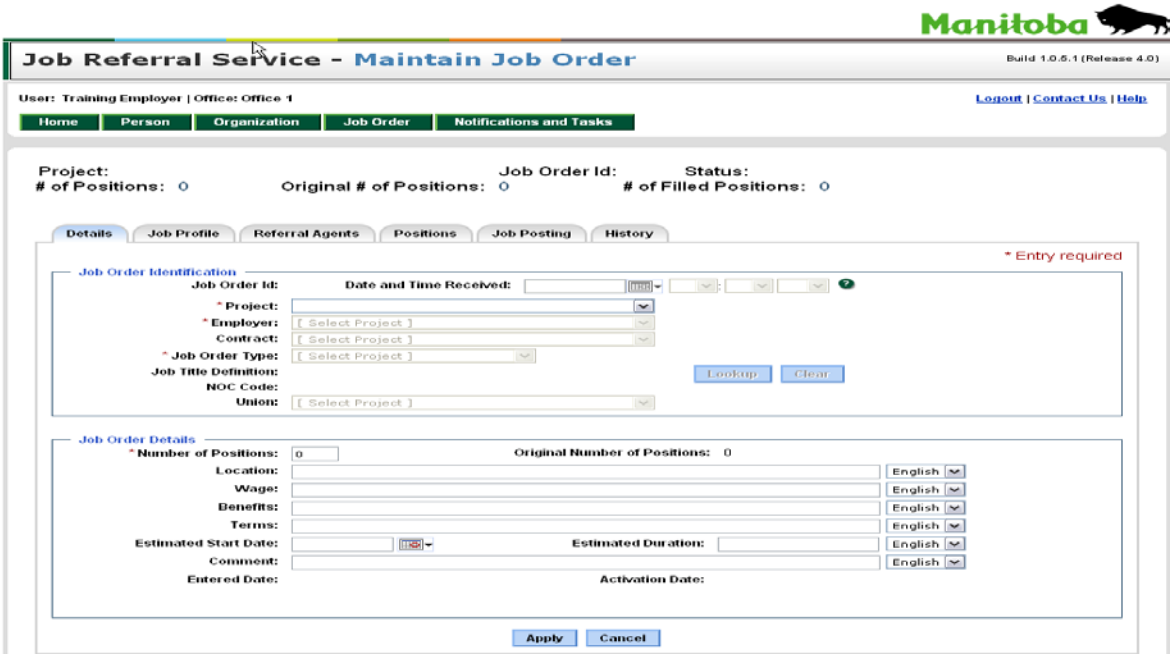
- Create a 12.1 Hiring Process Job Order
- Process Northern, Union and Manitoban Referrals
- Register and Process Named Hire
- Record Layoff, Recall, and FTR
- Create a 2.9 Hiring Process Direct Hire Job Order
- Verify and Perform a 2.9 Hire
- View a Transfer In
- View Notifications and Process Tasks

Learning Objective: Learn how to create job orders, process referrals, perform direct hires, and view notifications.

Activity 3–A: Create a 12.1 Hiring Process Job Order

Employers can create a 12.1 Hiring Process job order to recruit workers. That is, enter the job order details, define the job profile, and then submit the job order to the JRS. It is recommended that employer performs a job order search before creating a new job order.

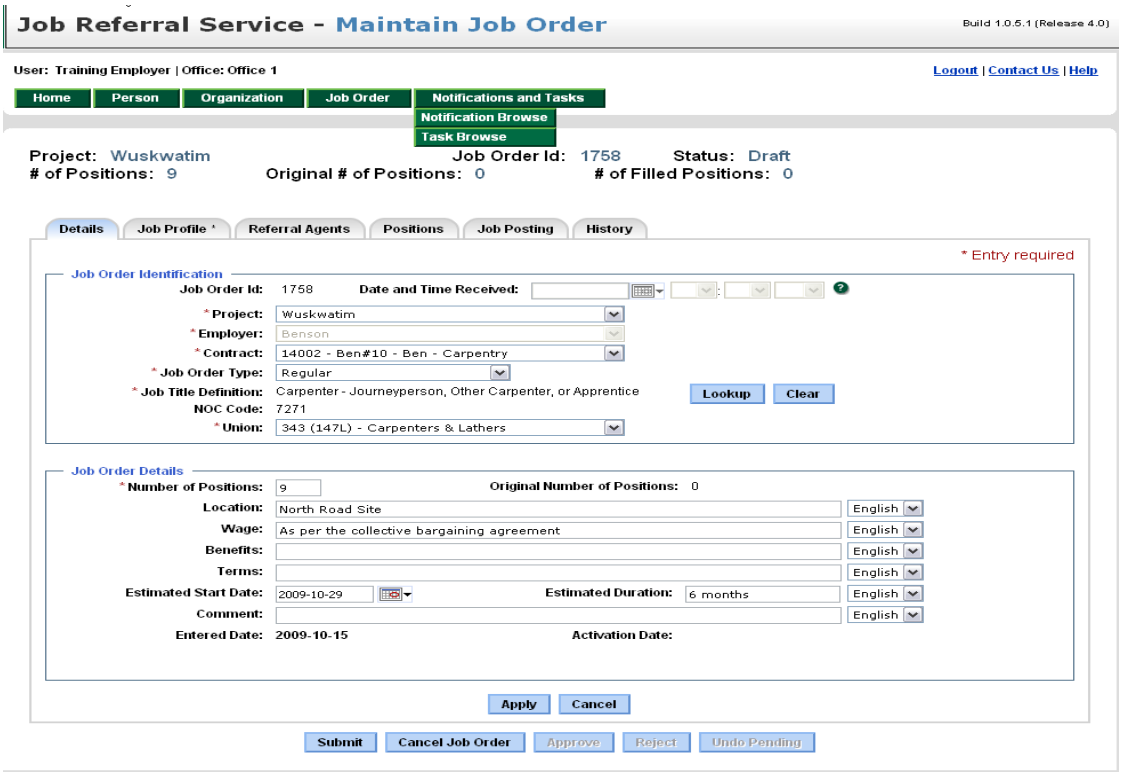
1. Point to the **Job Order** button on the toolbar and select **New Job Order**.
   The Maintain Job Order page appears.



2. Specify the job order identification details.
   a. Note that the **date picker** button adjacent to the Date and Time Received field is not accessible. The date and time will be stamped when the job order is submitted.
   b. Select the **Project** from the Project drop-down list.
   c. Note that your organization is already selected in the Employer drop-down list.
   d. Select the **contract** from the Contract drop-down list.
   e. Select the **job order type** from the Job Order Type drop-down list.
   f. Click the **Lookup** button.
      The Job Title Definition Lookup page appears.
   g. Type the **job title** in the JTD Names text box. Only the first three letters is required.
   h. Click the Search button.
   i. Click the **Select** button of the job title you need.
      The title you selected is now listed as the Job Title Definition.
   j. Select **Union** from the Union drop-down list.

Activity 3–A: Create a 12.1 Hiring Process Job Order **Cont'd**

3. Specify the job order details.
   a. Type the **number of position** in the Number of Positions text box.
   b. Type the **location** where the worker is required, e.g. Wuskwatim in the Location text box.
   c. Type the **wage** or As per the collective bargaining agreement in the Wage text box.
   d. Click the **Estimate Start Date** date picker button and select the date the worker is expected to start work.
   e. Type the **duration**, e.g. weeks, months in the Estimated Duration text box.
   f. Click the **Apply** button to save the data entered on this page, and then click **OK** to acknowledge that the data has been saved.
   Note that the status is set to "Draft". The job order will remain in this state until it is submitted to JRS.



4. Specify the job profile details.

Note!	*It is not mandatory to have any job requirements in a job order. In this case, the JRS will provide you with all job seekers who have completed a skills profile.*

   a. Click the **Job Profile** tab.
   b. Enable all applicable check box of the job requirements in the categories of the occupation, e.g. credentials, language, experience, specific skills, etc.

Activity 3–A: Create a 12.1 Hiring Process Job Order **Cont'd**

c. If applicable, type **additional requirements** in the Additional Instructions text box.

Business Process	*JRS system does not match job seekers to the Additional Instructions text. Employer may interview job seekers on this additional requirement.* *The following specification are not allowed in the additional requirement:* *1. 'Dam', or 'dam/dykes'* *2. Must have fall arrest training or certificate or fall protection training or certification* *3. Hydro electric generating experience* *4. Must have first aid training or first aid certification* *Job order with these specifications will not be approved. Employers can replace 'dam experience' with other general requirements, such as 'experience erecting scaffolds of two stories or more.'*

d. If applicable, type **additional rules**, e.g. Will consider hiring an individual skilled in either rough carpentry or framing in the Additional Rules text box.

Business Process	*Entering a note such as the above indicates to the JRS that the Job Profile Rules should be manually changed to accommodate the employer's reduced requirement, thus matching is more flexible.* *This note is for the JRS use and will be displayed to the job order Employer, job order Local Union.*

e. Click the **Apply** button to save the data entered on this page and then click **OK** to acknowledge that the changes has been saved.

5. Submit the Job Order.

a. Click the **Submit** button.

b. Click **OK** to acknowledge that the job order has been submitted.
Note that the status is now changed to "Pending".

Business Process	*Notifications are sent to the JRS indicating that the job order has been submitted. The JRS will review the job order, perform pre-match and make adjustments as required. For example, the JRS may need to adjust the profile rules to allow for matching as per step 4d above. Once the job order is valid and complies with requirements, it will be approved.*

Note!	*At approval, the job order will not be available for five minutes to complete processing of the transactions, such as notifications. Employer may view their job orders at any time after the five minutes by performing a job order search from the* ***Job Order Browse*** *page.* *Employer may generate and print blank job titles from the Generate Blank Job Profile function located at the Job Order menu toolbar.* *A base contractor can access, view and manage their sub contractor's job orders.* *The Job Profile and selected options may not be changed after the job order is approved.*

Alternate Method	*A new job order can be created by using the 'Copy' function of an existing job order:* *5. Select Browse from the Job Order menu.* *6. Locate a job order similar to the one to be created.* *7. Click the Copy button.* *8. Review and update the Details, e.g. the Contract, Job Order Type, the JTD, the Union, the number of position, etc.* *9. Review and update the requirements in the Job Profile.* *10. Review and update the contents in the Additional Instructions area.* *11. Review and update the contents in the Additional Rules area.* *12. Submit the job order.*

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Activity 3–B: Process Northern, Union and Manitoban Referrals

After the job order is approved and in the stages where qualified job seekers are found, the JRS system generates a referral list and sends to the Employer by the preferred method of receiving notifications.

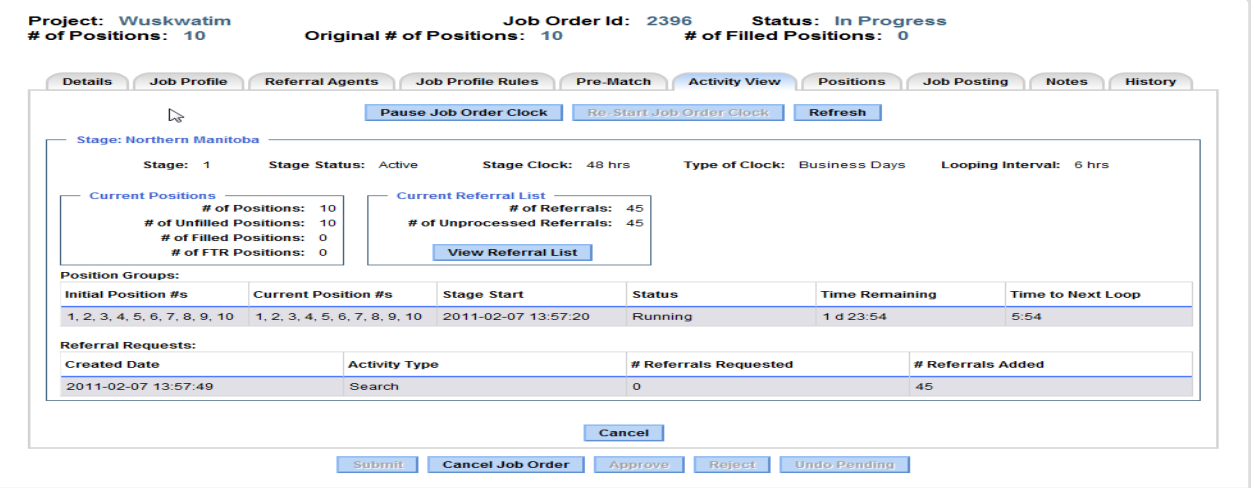
The Employer must process this referral list and record the results in the JRS system in a timely fashion.

To process the referrals in the referral list, the Employer needs to access the referral list by one of the following methods:

1. Locate the Job Order, click on the Activity View tab and click the Referral list button on the page.
2. Select the Referral List Browse from the Job Order menu, search for the job order or perform a direct search of the referral list.
3. Follow 3-H: View Notifications and Process Tasks steps to access the referral list through the Task Browse.

Process the Referral List

1. Locate the job order.
2. Click the Activity View tab.



3. Process the referral list.
   a. Click the **View Referral List** button of the stage.
   The Referral List page appears. Note that the unreported job seeker referral status is 'Referred'.

Alternate Method	*You may also access and process the referral list using the Task Browse page or the Referral List Browse page.*

Business Process	*For Regular and Trainee/Apprentice job order types, you must process the list in the order it is presented. For Foreperson job order type, you can process the referral list in any order. Please note that unfilled positions does not automatically advance to the next stage after stage expires if there are unprocessed referral remain on the list.*

Activity 3–B: Process Northern, Union and Manitoban Referrals **Cont'd**

b. Contact the referrals at the contact numbers provided, select **Rejected or Hired** from the Status drop-down list.

Business Process	*You can view the employment history and skills profile of the job seeker you are contacting by:* *1. Click the **Ref # Link** of a referral.* *Job seeker's Employment History page appears.* *2. Review the Employment History page.* *3. Click the **Next** button to review the Skills Profile.* *4. Click the **Cancel** button to return to the Referral List page.*

Report a Hired Job Seeker

1. To report a job seeker on the list to be hired, select **'Hired**' from the Status drop down list
2. Click the date pick button associated with the referral.
3. Select the date the job seeker is expected to report at the security desk in the Reporting Date.
4. Click the **Apply** button, click **OK** to confirm that you want to hire the referral, and then click **OK** to acknowledge that the data has been saved.

Report a Rejected Job Seeker

1. To report a job seeker on the list not hired, select **`Rejected`** from the Status drop down list.
2. Select one of the following from the Rejection Reason drop down list:

    1 – Unable to Contact

    2 – Not Qualified

    3 – Refused Job Offer

    4 – Previously Resigned

    5 – Previously Discharged

    6 – Previously warned/suspended

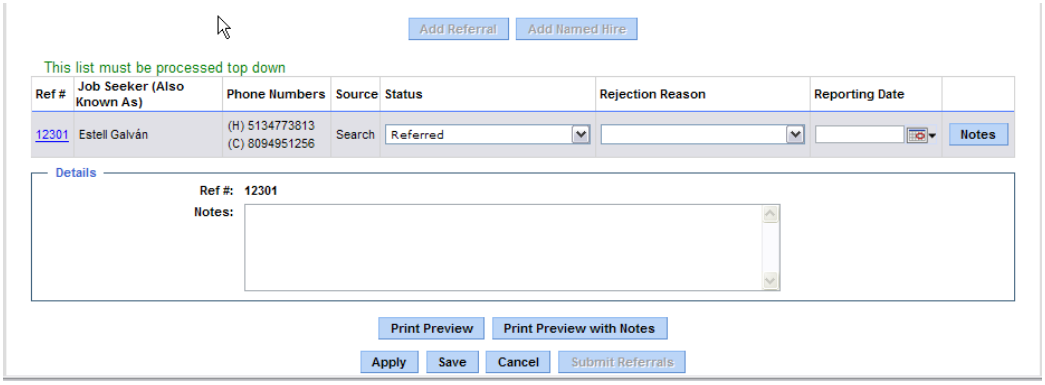
    7 – Other Reasonable Grounds

    8 – Already Employed

Activity 3–B: Process Northern, Union and Manitoban Referrals **Cont'd**

3. Record **Notes** related to the referral.

   a. Click the **Notes** button beside the referral and type the text in the text box.
   A Details area appears with the referral's reference # and a Notes text box appear.



Business Process	*Referral 'Notes' button is for you to record interview notes. This is accessible by Manitoba Hydro only.*

   b. Click the **Apply** button, and then click **OK** to acknowledge that the changes have been saved.

Business Process	*As long as there is at least one unfilled position in the stage, you may hire or change the reject reason of a referral that is marked as 'Unable to Contact' or 'Refused Job Offer'.*

4. Repeat the Report a Hired or Report a Reject job seeker to record the results of the referrals.

5. **Print** referral list.

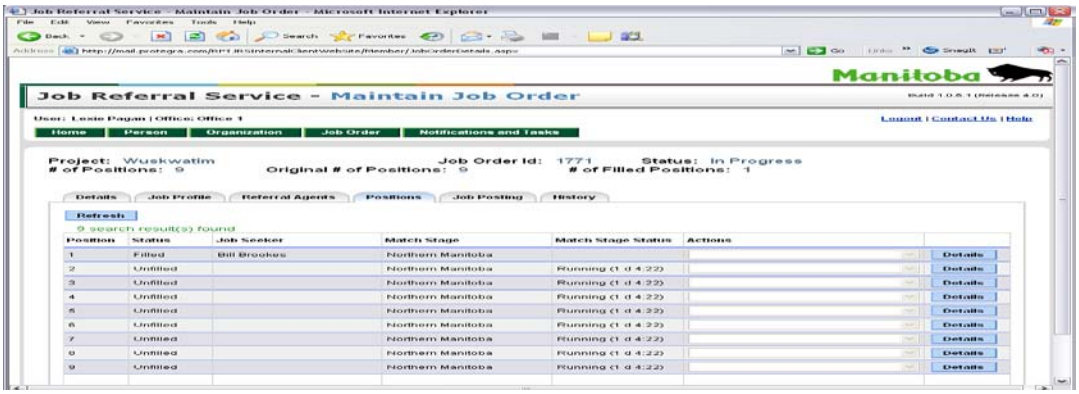
   a. Click the **Print Preview with Notes button** to view the notes entered.
   The Referral List with the notes appearing in a pdf form.

   b. Click the Cancel button to return to the Referral list page.

Alternate Method	*You can print the referral list without the Notes by clicking the **Print Preview** button.*

Activity 3–B: Process Northern, Union and Manitoban Referrals **Cont'd**

6. View the positions to review the processing details of the job order.
   a. Click the **Position** tab and scroll down to view the list of positions in the job order. Note the details of all the Positions – status, match stages, match stage status.



Business Process	*It is the responsibility of employers to process all referrals that are provided by either hiring them or rejecting them (with a reason as to why the referral cannot be hired). Once all of the positions defined for a job order have been filled, the job order is satisfied and its status changes to "Completed".* *Note that employers will not receive a notification or task when the job order moves from stage 1 to stage 2, until the referral agent (or Employment Manitoba on behalf of the employer) adds a job seeker to the referral list and submits the referral.*

Alternate Method	*The Employer may perform the same task by locating the **Referral List** from the Referral List Browse:* *1. Point to the **Job Order** button on the toolbar and select **Referral List Browse**. The Referral List Browse page appears.* *2. Type in the Job Order Id, click the Search button. A list of incomplete Referral List of the job order appears.* *3. Click the Details button of the referral list you wish to process. The referral list appears.* *4. Process Referral List.* *The Employer may perform the same task by locating the **Task** from the Task Browse, follow steps outlined in Activity 3-I: Processing Tasks.*

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Activity 3–C: Register and Process Named Hire

When unfilled positions advanced to the named hire stage, JRS sends a task to notify the Employer to perform named hires. The task notification also includes a list of qualified job seekers who were not referred in previous stages and job seekers who were referred in previous stage but were reported by the Employer as unable to contact.

The Employer has 30 calendar days to hire from the list or named hire a job seeker from other sources. This named hire person must be registered in the JRS system and mark as hired to obtain a referral slip to be allowed on the work site.

In addition, the Employer may submit a request electronically to the JRS to advertise for the vacant positions in the JRS Job Opportunities and the Service Canada Job Bank site. Any interested job seekers will contact the Employer directly.

The Employer may cancel the job order anytime before at least one position is filled. After at least one position is filled, the number of positions must be reduced to the number of hired to cancel the job order

To hire a job seeker on the referral list or to register a named hire job seeker, the Employer needs to access the referral list by one of the following methods:

1. Locate the Job Order, click the Activity View tab and click the Referral list button on the page.
2. Select the Referral List Browse from the Job Order menu, search for the job order to locate the stage referral list or perform a direct search of the referral list by the referral list #.
3. Follow 3-H: View Notifications and Process Tasks steps to access the referral list through the Task Browse.

When the named hire referral list is located, the Employer may perform one of the following:

Hire from the Referral List

1. Locate the Referral List.
2. Select **'Hired'** from the Status drop down list
3. Click the **Date Picker** button associated with the referral.
4. Select the date the job seeker is expected to report at the security desk in the Reporting Date.
5. Click the **Apply** button, click **OK** to confirm that you want to hire the referral, and then click **OK** to acknowledge that the data has been saved.

Add and Register a Named Hire

1. Locate the Referral List.
2. Click the **Add Named Hire** button.
   The Select a Job Seeker for Named Hire page appears.
3. Type the named hire social insurance number in the SIN text box of the Enter SIN and Last Name area.
4. Type the named hire last name in the Last Name text box of the Enter SIN and Last Name area.

Activity 3–C: Register and Process Named Hire **Cont'd**

5. Click the **Next** button.
   Step 1 Account Information page appears, if the named hire has not been registered in the JRS system, a blank page is presented for completion. If the job seeker is registered in the JRS, review the information and update if necessary.

Business Process	*If the SIN is invalid, a message appears: "You have entered an invalid SIN."* *If the SIN exists in the JRS system and does not match the last name entered, a message appears: "The last name for this Job Seeker does not match the SIN you have entered."* *If the SIN is removed in the job seeker registration a message appears: Job seeker does not have a SIN number entered. Please contact JRS at 1-866-332-5077. Employer is required to contact the JRS to provide a valid SIN and a copy of the SIN card. JRS does not enter the SIN without a copy of the SIN card.*

Alternate Method	*Type the **Reference #** and **Last Name** in the Enter Reference # and Last Name area.* *If the Last Name does not match the Reference #, a message appears: "The last name for this Job Seeker does not match the reference # you have entered."* *If the Reference # does not match the Last Name, a message appears: "There is no Job Seeker that matches this reference #."*

6. Complete or update **Step 1 Account Information** page and click the **Next** button.
   Step 2 Contact Information page appears.

Note!	*When the Received Notifications By 'Fax' is selected and saved, a Fax number field appears. The field must be completed and saved before advancing to the next page. Once the field is completed on Account Information page, JRS system automatically enters the fax number in the Contact Information page, Fax field.* *To delete a fax number, user is required to change in Step 1 Account Information page the 'Received Notification by' selection to mail, e-mail or system, delete the fax number, clicks the 'Apply' or 'Save' button. Deleting the fax number on the Account Information page does not delete the fax number in the Contact Information page. User also needs to access Step 2 Contact Information page and delete the fax number.*

7. Complete or update **Step 2 Contact Information** page and click the **Next** button.
   Step 6 Choose Projects page appears.
8. Complete or update **Step 6 Choose Projects** page by enable the **Project** check box, enable the **On behalf of job seeker,...** check box, and click the **Next** button.
   Step 7 Complete Skills Profiles page appears.

Note!	*Only the skills profile relating to the job order appears.*

9. Complete or update **Step 7 Complete Skills Profiles** page by enabling the named hire project check box and the individual's skills check boxes and click the **Save and Continue** button.
   Step 8 Declare Eligibilities page appears.
10. Complete or update **Step 8 Declare Eligibilities** page by enabling the **Evidence of Identity** check box (Entry required), and select from applicable drop down list of **Aboriginal Ancestry, Band, Hydro Project – CBNR, Hydro Project – Residency**, **Union Membership**.

Activity 3–C: Register and Process Named Hire **Cont'd**

11. Click the **Next** button.
    Step 9 Supporting Documents page appears.

Business Process	*The Evidence of Identity is required for all job seeker registrations in the JRS. Other documents are required based on the selections from the Skills Profile and the Declare Eligibilities page.*

12. Complete or update **Step 9 Supporting Documents** page by entering the required fields of each required document and in the Send by field select from the drop down list: Fax, In person, Mail, Upload, Cannot Provide.

Note!	*The following file format is acceptable for the upload: Excel, Image, Open Office, PDF, Rich Text, Text, Word, Word Perfect or XML document up to 5MB in size.*

13. Click the **Next** button.
    Step 10 Submit Named Hire page appears.
14. Complete **Step 10 Submit Named Hire** page
    a. Using the date picker, specify the reporting date.
    b. Click the **Hire Job Seeker** button.
    The Referral List page appears.

Business Process	*The JRS performs a match between the named hire job seeker's skills and the job order requirements.* *If the named hire job seeker's skills match the job order requirements, the JRS records the job seeker as hired and sends out a Notice of Hired with the name and reporting date to the security desk, AHC, the job order Union, Manitoba Hydro.* *If the named hire job seeker's skills do not match the job order requirements, message appears and the hire is not recorded.* *The JRS does not update the named hire job seeker's skills profile to match the job order requirements. It is the responsibility of the employer to resubmit the named hire individual`s skills information for the job requirement matching.*

Note!	*Notice to the security desk is sent three business days prior to the reporting date. If the reporting date is within three business days of recording the hired, the JRS sends out the notification immediately.*

15. Repeat steps 1 to 14 to add another Named Hire.

Notes!	*The Referral List Details provides users with the status of referrals and positions for the current stage: number of positions available, number of referrals provided, number of hired, and number of unfilled positions.*
Business Process	*When the positions are all filled and the job order has been satisfied, its status is marked as "Completed".* *If the position remains unfilled after 30 calendar days in the named hire stage, the employer:* *1. May reduce the number of positions.* *2. May 're-initiate' the position (from the Position tab of the job order) if there is no change to the job requirements. JRS system will create and approve a new job order starting in stage 1. If job seekers are found, JRS system sends out the referral list to the employer for processing.* *If job order changes are required, the employer submits a new job order.*

Activity 3–C: Register and Process Named Hire **Cont'd**

Complete a Job Order by Reducing Number of Positions

1. To complete the job order after at least one position is filled, change the number of positions.
   a. Locate the job order.
   b. Click on the **Details** button.
      The Maintain Job Order page appears.
   c. Change the current number of positions to be same as the number of positions filled.

Notes!	*The Employer may only decrease the number of positions but cannot increase. To complete the job order if there is already at least one job seeker hired, the Employer can reduce the number of positions to the number of hired.* ***After a position is filled in the Named Hire stage and there is unprocessed referral in one of the previous stages, the Employer must report the hiring result of the unprocessed referral before the job order can be cancelled by reducing the number of positions.***

   d. Click the **Apply** button and then click **OK** to acknowledge that the changes have been saved.
   e. Click the **Submit** button and then click **OK** to acknowledge that changes were made to the job order.

Business Process	*A task is sent to the JRS when job order changes are submitted. After the JRS approves the changes the job order status will change to 'Completed with Reduced Positions".* *Upon displaying the job order details, the employer will see the status displayed at the top of the page, as shown below:* **Project:** Wuskwatim **Job Order Id:** 1804 **Status:** In Progress **# of Positions:** 5 **Original # of Positions:** 10 **# of Filled Positions:** 1

Activity 3–D: Record Layoff, Recall, and FTR

If a hired job seeker failed to report to the job site before or after the reporting date; the Employer must report this event in the JRS system. When the job seeker is reported Failed to Report, the position becomes open or unfilled. The Employer may cancel, reduce the number position to cancel or continue with the job order to fill the position.

If a hired job seeker is laid off subject to recall by the Employer, the Employer must report this event in the JRS system. The Employer has 60 calendar days (from the laid off date) to initiate the recall of the laid off job seeker.

To recall a laid off job seeker, the Employer must submit a request including a tentative recall date to the JRS. The JRS will follow a recall process and record the job seeker`s acceptance or rejection of the recall.

To record the Failed to Report (FTR), Laid off subject to recall (L/O STR) or request recall of a laid off job seeker, the employer must first locate the hired job seeker by one of the following options:

1. Locate the Job Order, click the Position tab and click the Details button of the hired job seeker.
2. Select the Hired Job Seeker Browse from the Job Order menu, type in the job seeker last name, first name or the reference #, click the search button and click the Details button of the job seeker.
3. Follow 3-H: View Notifications and Process Tasks steps to access the recall task through the Task Browse.

Record a Failed to Report

1. Perform a search to locate the hired job seeker.
   a. Point to the **Job Order** button on the toolbar and select **Hired Job Seeker Browse**.
   The Hired Job Seeker Browse page appears.
   b. Select **the Project** from the Project drop-down list.
   c. Select the **job order id** the failed to report job seeker was hired on.
   d. Click the **Search** button.
   The list of hired job seekers of this job order appears.
2. Locate the failed to report job seeker and record the event.
   a. Click the **Details** button in the record pertaining to the hired job seeker who failed to report.
   The Job Order Position Details page appears.
   b. Scroll to the bottom of the page.
   c. Click the **Failed To Report** button in the Failed to Report (FTP) area.
   d. Click **OK** to acknowledge that the job seeker has been marked as failed to report.
   The Job Order Position Details page appears.

Business Process	*The status of the position filled by the FTR job seeker is now 'Unfilled'. The employer may fill this position or cancel the job order.*

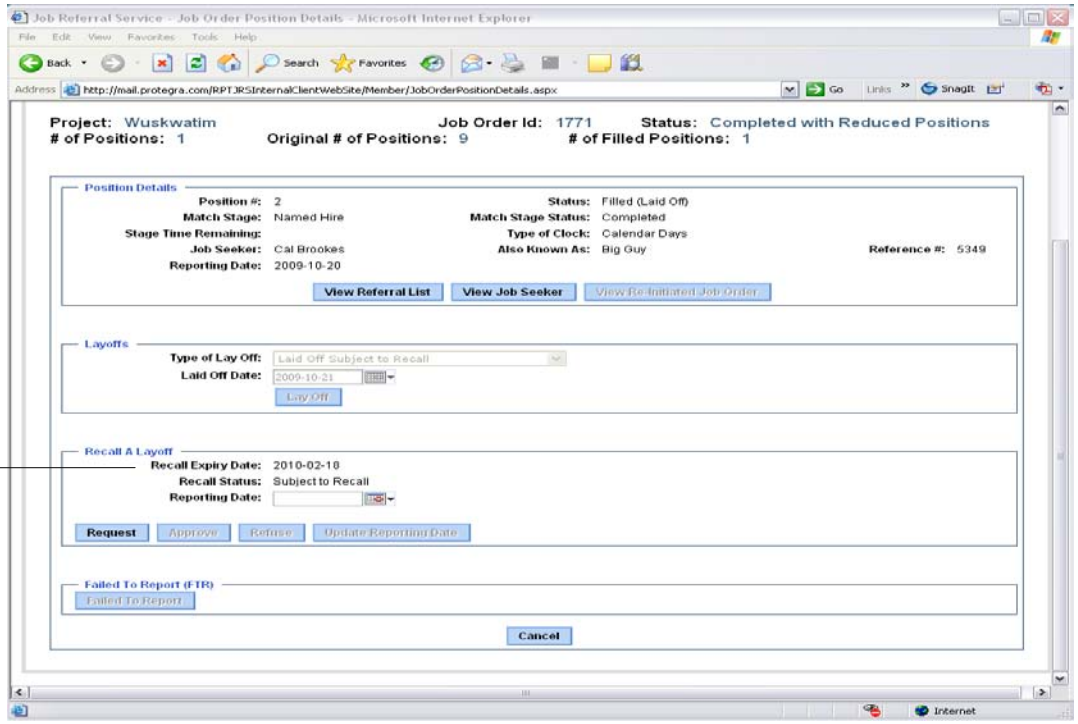
3. Click the **Cancel** button to return to the list of Hired Job Seeker Browse page.

Activity 3–D: Record Layoff, Recall, and FTR **Cont`d**

Record job seeker Laid Off Subject to Recall

1. Perform a search to locate the hired job seeker to be laid off subject to recall.
   a. Click the **Details** button in the record pertaining to the hired job seeker who is to be laid off.
      The Job Order Position Details page reappears.
   b. Select **Laid Off Subject to Recall** from the Type of Lay Off drop-down list, in the Layoffs area.
   c. Click the date picker button next to Laid Off Date and select a date after the reporting date.
      Note the "x" on the dates. This indicates that you cannot select those dates.
   d. Click the **Lay Off** button.
   e. Click **OK** to confirm that you wish to lay off this referral.
      Notice that the status of this position is still filled, but indicated "(Laid Off)", as the referral may be recalled to the job order. Your screen will appear as follows.

The Recall Expiry Date is the last date in which an employer may recall the laid off referral. Assuming that a worker is required after this date expires, a new job order must be created.



Business Process	*After a job seeker has been laid off, within 60 calendar days the employer may log into the JRS to specify a recall date and click the **Request** button. This action would generate a task that would be sent to the JRS, where they would contact the referral to determine if he/she would like to be recalled to the job. If so, they would click the **Approve** button; If not, they would click the **Refuse** button.*

2. Click the **Cancel** button to return to the list of hired referrals to review the result of these actions.

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Activity 3–D: Record Layoff, Recall, and FTR **Cont`d**

Record Laid Off Subject to Recall Accepted or Reject

1. Perform a search to locate the laid off subject to recall job seeker and record the acceptance of rejection of the recall.
   a. Click the **Details** button in the record pertaining to the job seeker who is being recalled.
      The Job Order Position Details page reappears.
   b. Select **Accept or Reject** in the Recall A Layoff area.
   c. Click **OK** to confirm.

Business Process	*JRS system generates and sends a notification when the recall is accepted or rejected by the job seeker.* *The Employer may update the recall date at any time.*

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Activity 3–E: Create a 2.9 Hiring Process Direct Hire Job Order

An Employer who is deemed as a Northern Aboriginal Employer and is awarded a contract by Manitoba Hydro under the BNA article 2.9 is eligible to recruit workers through the 2.9 hiring process – Direct Hire.

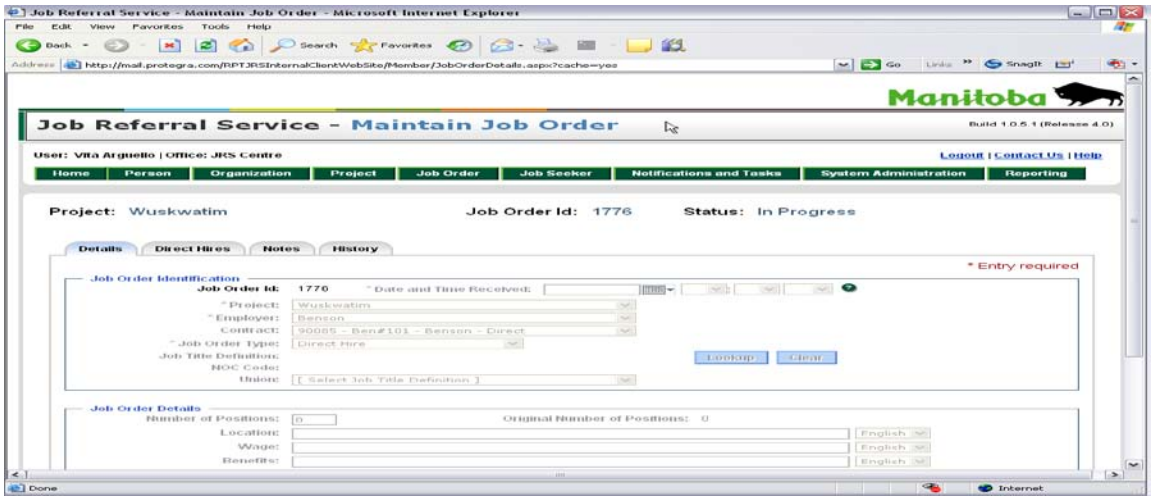
The Employer needs to create a direct job order and the Employer can then verify job seekers as northern Aboriginal to qualify for hiring through the 2.9 hiring process. Only one 2.9 hiring process job order is allowed for each 2.9 contract awarded to the Employer.

The Employer should perform a search in the JRS to confirm the existence of a direct hire job order for the contract before creating a new direct hire job order.

The Employer will continue to use this direct hire job order to verify job seekers, to record hire, and to process failed to report, recalls and lay offs until the contract is completed.

Create a New 2.9 Hiring Process Job Order

1. Point to the **Job Order** button on the toolbar and select **New Job Order**.
   The Maintain Job Order page appears.
2. Specify the direct job order identification details.
   a. Select **the Project** from the Project drop-down list.
   b. Note that **your organization** is already selected in the Employer drop-down list.
   c. Select your contract from the Contract drop-down list.
   d. Select Direct Hire from the Job Order Type drop-down list.
   e. Click the **Apply** button and then click **OK** to acknowledge that the data has been saved.
   Note that the status is set to "In Progress". Also, the Direct Hires tab appears on the page. Your screen will appear as follows.



Activity 3–F: Verify and Perform a 2.9 Hire

The Employer before hiring a job seeker through the 2.9 hiring process must verify that:

- The job seeker is registered in the JRS system
- The job seeker registration is active
- The job seeker is verified by the JRS as an Aboriginal person and a northern resident.

The Employer can direct hire a job seeker within the 6 month period after the job seeker is verified.

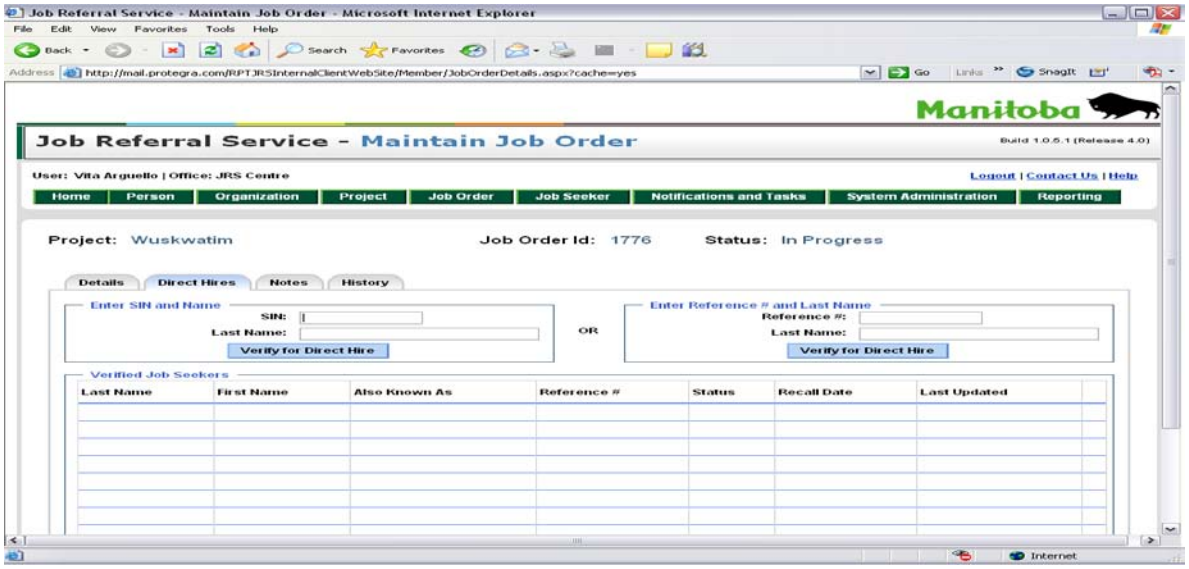
To verify a job seeker or to record a verified job seeker is direct hired, the Employer must first locate the 2.9 hiring process job order.

Locate a 2.9 Hiring Process Job Order

1. Select **Browse** from the Job Order menu.
   The Job Order Browse page appears. Note: Your organization name is inserted in the Employer field.
2. Type in the job order number in the Job Order Id field **or** select the Project and select 'Direct Hire' from the Job Order Type drop down list.
3. Click **Search** button.
   The Direct Hire job order appears.
4. Click the **Details** button of the Direct Hire job order.

Verify a Job Seeker for 2.9 Direct Hiring

1. Locate the 2.9 Hiring Process job order.
2. Click the **Details** button of the 2.9 Hiring Process job order.
3. Click the **Direct Hires** tab.
   The Verified page appears.

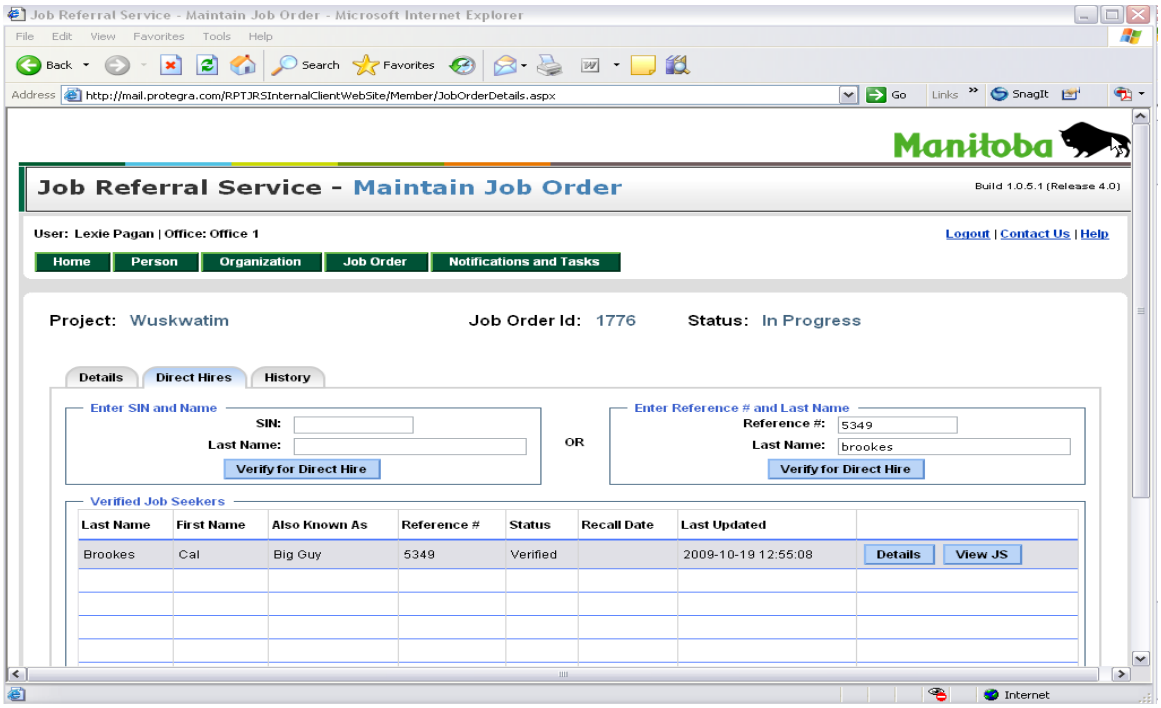


Activity 3–F: Verify and Perform a 2.9 Hire **Cont'd**

4. Type the job seeker's reference number in the Reference # text box of the Enter Reference # and Last Name area.
5. Type the job seeker's last name in the Last Name text box of the Enter Reference # and Last Name area.

Alternate Method	*A direct hire may also be verified by entering a SIN and a last name in the Enter SIN and Name area.*

6. Click the **Verify for Direct Hire** button.
7. Click **OK** to acknowledge that the job seeker has been verified as a candidate for direct hire. *Job seekers who are verified as a northern Aboriginal appear in the Verified Job Seekers area and available for hiring within a 6 month period.*

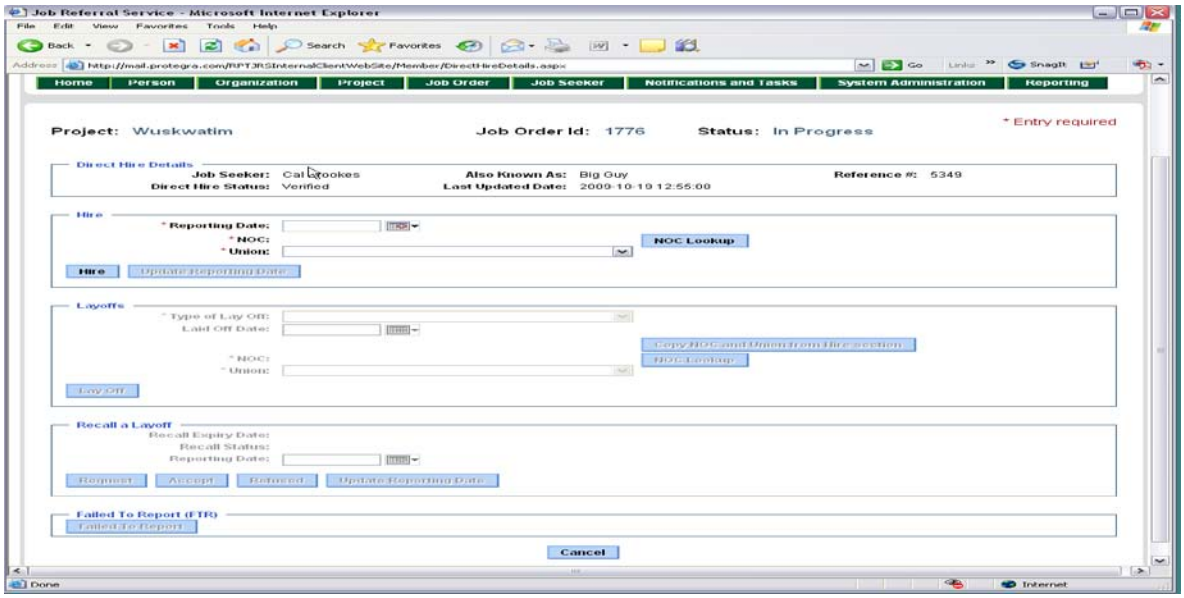


Business Process	*Direct hires can only be verified with people who have already been entered into the JRS.* *While performing the direct hire, if a SIN is entered with a mis-matched last name, a message will appear indicating that the 'SIN' is invalid.* *Once a candidate has been verified, the employer can hire them as required. Processes such as layoffs, recalls, and FTR apply according to the normal process. These options are available by clicking the Details button.* *All verified and unverified candidates are logged in the **Direct Hire History Report.***

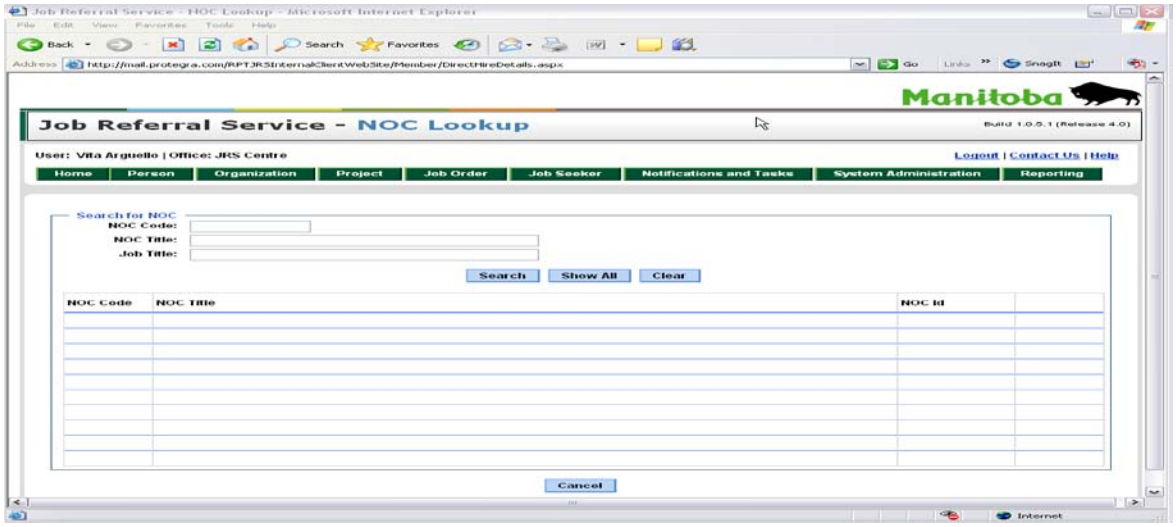
Activity 3–F: Verify and Perform a 2.9 Hire **Cont'd**

Hire a Verified Job Seeker

1. Locate the 2.9 Hiring Process job order.
2. Locate the verified job seeker.
3. Click the **Details** button of a verified job seeker in the Verified Job Seekers area.
   The Hire, Lay Off, Failed to Report page appears.



4. Click the Reporting Date date picker button and select the date the job seeker is expected to report to the site in the Report Date field.
5. Click the **NOC Lookup** button.
   The NOC Lookup page appears.



6. Click the Show All button **or** type the NOC in the NOC Code field **or** type in the NOC name in the NOC Title field **or** type the job title in the Job Title field and click the **Search** button.
7. Click the **Select** button to select the occupation the job seeker is hired for.
8. Select the **Union** from the Union drop-down list.

Activity 3–F: Verify and Perform a 2.9 Hire **Cont'd**

9. Click the Hire button.
10. Click the OK button to confirm the hire.
11. Click the OK button to acknowledge the successful hire.
12. Click the **Cancel** button to return to the *Direct Hires tab.*

Business Process	*Processes such as layoffs, recalls, and FTR after recall also apply. These are available below the Hire area.*

Record FTR, Lay Off and Recall of a Direct Hired Job Seeker

1. Locate the 2.9 Hiring Process job order.
2. Locate the hired job seeker.
3. Click the **Details** button of the hired job seeker in the Verified Job Seekers area.
   The Hire, Lay Off, Failed to Report page appears.

Layoffs

4. Select one of: Laid off subject to recall, Laid off subject to recall Trainee/Apprentice, Laid off Trainee/Apprentice in the Type of Lay Off field.
5. Click the Date picker and select the date the hired person to be laid off.
6. Click the Copy NOC and Union from Hire section button or the NOC Lookup button and select the Union.
7. Click the Lay Off button.
8. Click OK to confirm the lay off.

Business Process	*If the laid off reason is subject to recall Trainee/Apprentice or laid off Trainee/Apprentice, the job seeker will be listed in the first group on the referral list when referred to future Trainee/Apprentice job order in the NOC they were laid off.*

Recall a Layoff

9. Click the Date picker and select the date the laid off job seeker is to report on site.
10. Click the **Request** button.

Business Process	*A task is sent to the JRS to contact the laid off job seeker. The JRS will record if the laid off job seeker has accepted or rejected the recall. The laid off job seeker contacts the Employer directly to negotiate the reporting date. The Employer must notify the JRS of new reporting date and to accept the recall.*

Failed to Report

11. Click the **Failed to Report** button.
12. Click OK to confirm.

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Activity 3–G: View a Transfer In

Transfer In is a process by which individuals are hired without having to go through the 2.9 or the 12.1 hiring processes. The Employer may request that certain persons in their employ be transferred in for the purposes of securing: Supervisory personnel, personnel with skills of a specialized nature, personnel with skills necessary for the effective operation of an Employer's on the job training program or key personnel required for work on contracts of short duration and in which the craft or skills required to perform the work are generally limited to one or two trades.

The Employer must obtain permission from the HPMA before transferring in an individual. (BNA 12.3 Transfer Provision). When permission is given, HPMA notifies the JRS. Only the JRS can record the Transferee's hired information in the JRS.

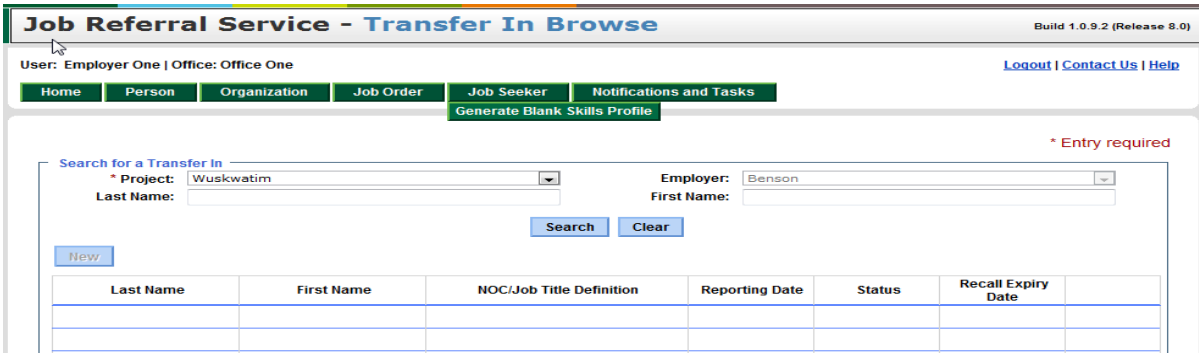
The Employer provides the JRS with transferee's information: First name, last name, phone number, NOC and NOC Union (if the occupation is not related to the BNA) or Job Title Definition NOC Code and Union (if the occupation is related to the BNA) and the Reporting Date.

Note: A transferee is not a job seeker.

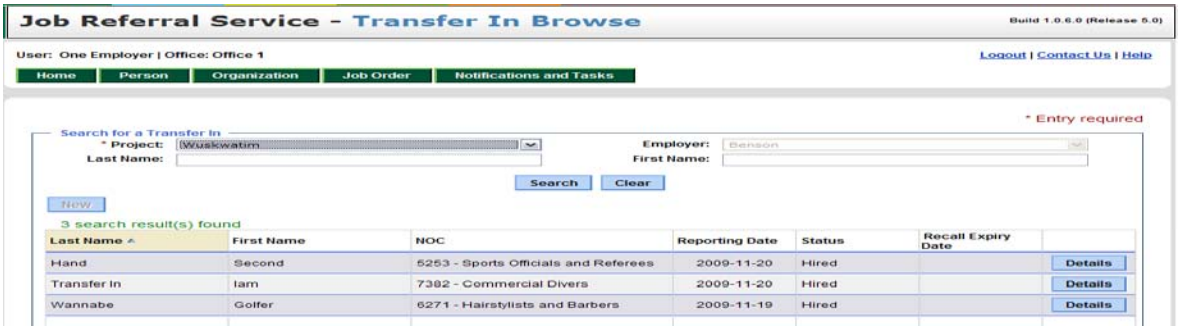
The Employer can view the person recorded in the JRS and report the person as laid off subject to recall, recall the laid off Transferee and report the person Failed to Report (FTR).

Locate a Transferee

1. Point to the **Job Order** button on the toolbar and select **Transfer In Browse**.
   The Transfer In Browse page appears.



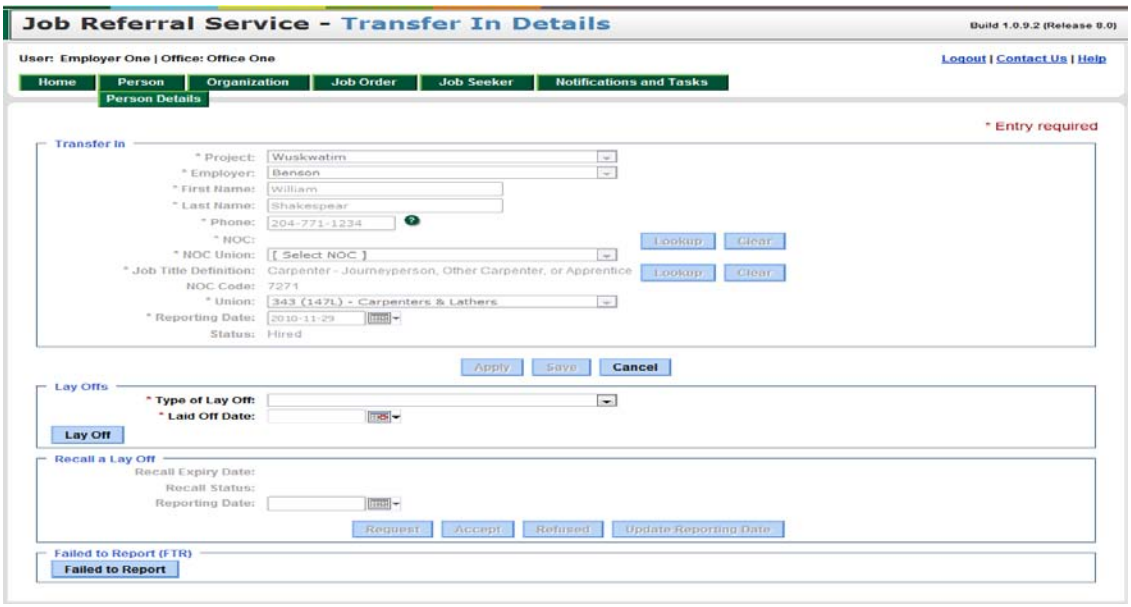
2. Select **the Project** in the Project list box.
3. Click the **Search** button.
   A list of Transfer In of your organization appears.



Activity 3–G: View a Transfer In **Cont'd**

Record FTR, Lay Off and Recall of a Transferee

1. Locate the Transferee.
2. Click the **Details** button of the hired job seeker in the Verified Job Seekers area.
   The Transfer In page appears.



Layoffs

3. Select one of: Laid off, Laid off subject to recall in the Type of Lay Off field.
4. Click the Date picker and select the date the hired person to be laid off.
5. Click the Lay Off button.
6. Click OK to confirm the lay off.

Recall a Layoff

7. Click the Date picker and select the date the laid off job seeker is to report on site.
8. Click the **Request** button.

Business Process	*A task is sent to the JRS to contact the laid off job seeker. The JRS will record if the laid off job seeker has accepted or rejected the recall. The laid off job seeker contacts the Employer directly to negotiate the reporting date. The Employer must notify the JRS of new reporting date and to accept the recall.*

Failed to Report

9. Click the **Failed to Report** button.
10. Click OK to confirm.

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Activity 3–H: View Notifications and Process Tasks

When actions are taken in a job order, the JRS generates and sends notifications or tasks to the Employer by their preferred method of receiving notifications. They can be sent to multiple people within an organization.

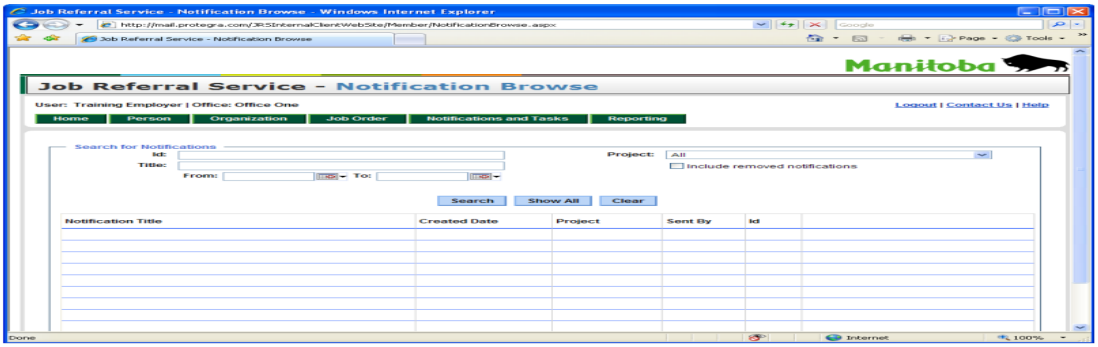
Notifications are for information only and no action from the Employer is required.

Tasks, which require actions from the Employers, are attached to notifications. If the task is received by multiple recipients within your organization, an individual can take ownership of the task and follow it through to completion. If required, the owner of a task may relinquish ownership if he/she is unable to follow the task through to completion.

A copy of the notifications and tasks sent to the Employer are stored in the JRS. The employer can access these notifications and tasks at any time.

View Notifications

1. Point to the **Notifications and Tasks** button on the toolbar and select **Notification Browse**.
   The Notification Browse page appears.

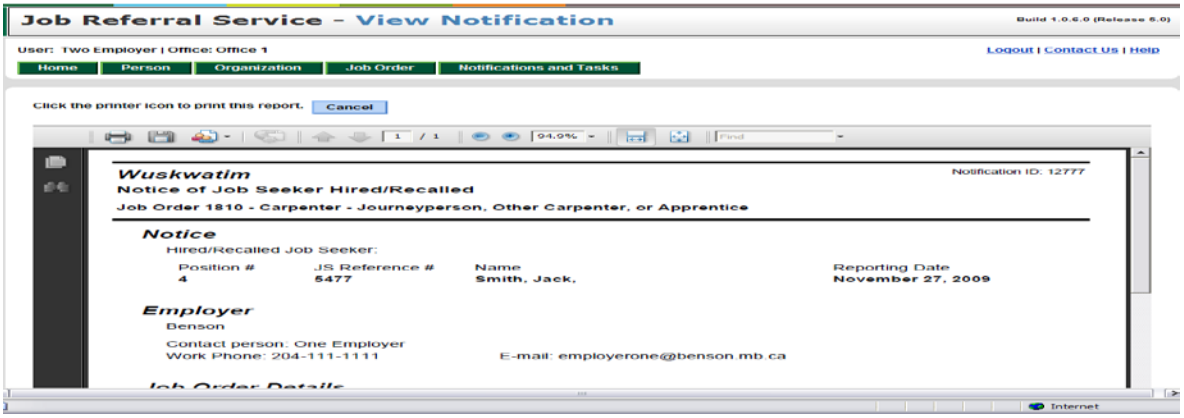


2. Perform a search to locate your notifications by selecting one of the following:
   - Click the **Search or Show All** button.
     Up to 500 results appears.
   - Select **the Project** from the Project drop-down list and click the **Search** button.
     Notifications related to the project selected appear.
   - Click the From and To date picker button to select a date range and click the **Search** button.
     Notifications that were generated and sent with the date range appear.
   - Type the **Notification Id** (located on the top right corner of the notification) in the Id field and click the **Search** button.
     The specific notification appears.
   - Type a partial or complete **Title** in the Title field and click the **Search** button.
     A list of notifications which title contains the partial or complete title appears.

Note!	*The latest notifications appear first.*

Activity 3–H: View Notifications and Process Tasks **Cont'd**

3. Click the **View** button that pertains to the record.
   The notification appears in a pdf format.



4. Click the **Cancel** button.
   The Notification Browse page appears.

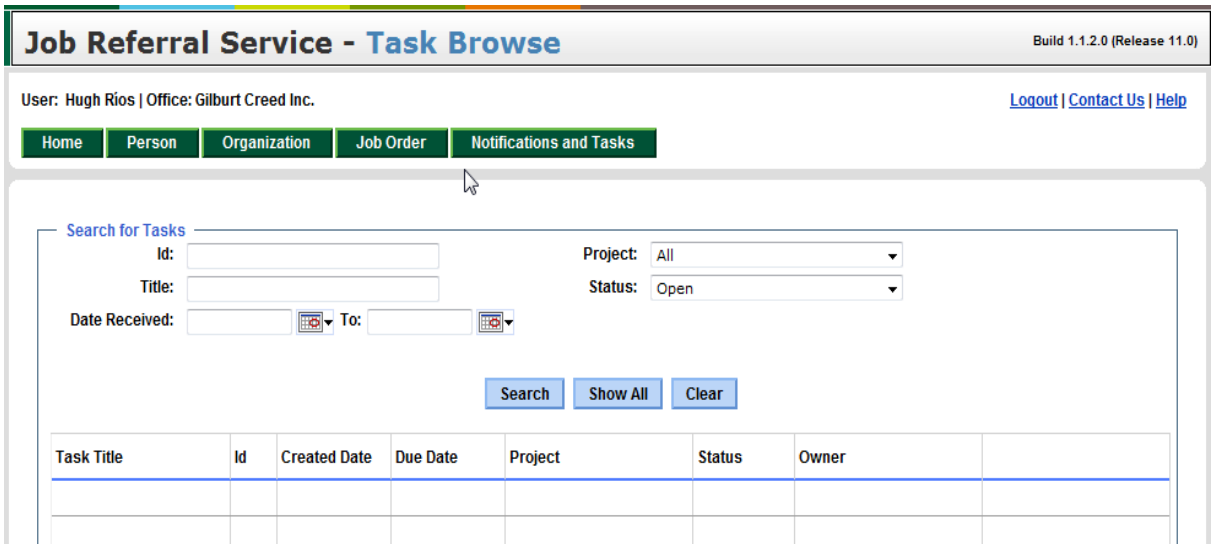
Business Process	*To remove a notification from the list, click the **Remove** button. This action only removes the notification from the view but not from the JRS system.* *To view a **Removed** notification, enable the Include removed notifications check box located below the Project field and click **Search** button.*

Activity 3–H: View Notifications and Process Tasks **Cont'd**

Process Tasks

Locate a Task

1. Point to the **Notifications and Tasks** button on the toolbar and select **Task Browse**.
The Task Browse page appears.



2. Search for the tasks by one of the following:
   - Click the **Search or Show All** button.
   Up to 500 results appears.
   - Select **the Project** from the Project drop-down list.
   Tasks related to the project selected appear.
   - Click the Date Received and To date picker button select a date range and click **Search** button.
   Tasks that were generated and sent with the date range appear.
   - Type the **Task Id** (located on the top right corner of the task) in the Id field and click **Search** button.
   The specific task appears.
   - Type a partial or complete **Title** in the Title field and click **Search** button.
   A list of tasks which title contains the partial or complete title appears.

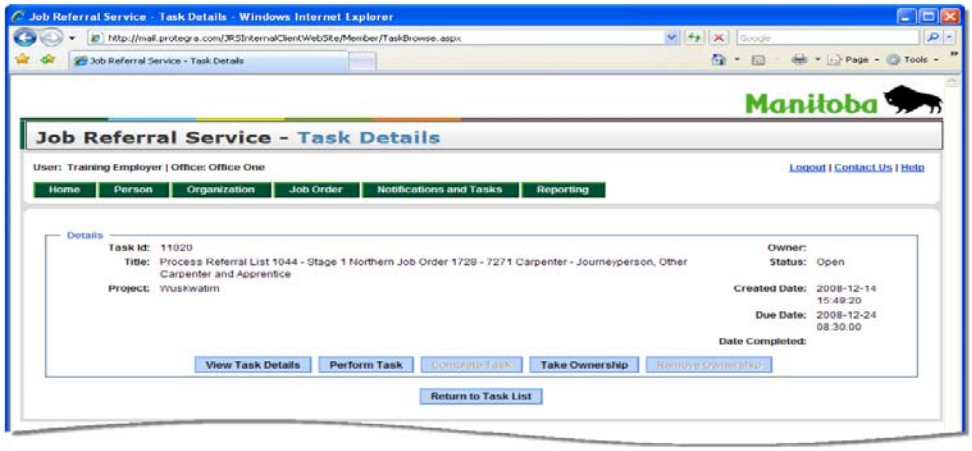
Business Process	*Note that a name listed in the Owner column indicates that a user has taken ownership of that task. Tasks with no name in the Owner column have not been assigned to a specific user.*

Note!	*The oldest tasks appear first.* *The JRS defaults to displaying tasks that are not completed or 'Open'. To view tasks that are completed, select 'All' or 'Completed' from the Status drop down list.*

Activity 3–H: View Notifications and Process Tasks **Cont'd**

Take Ownership of a Task

1. Locate the task.
2. Click the **Details** button pertaining to your task.
   The Task Details page appears.

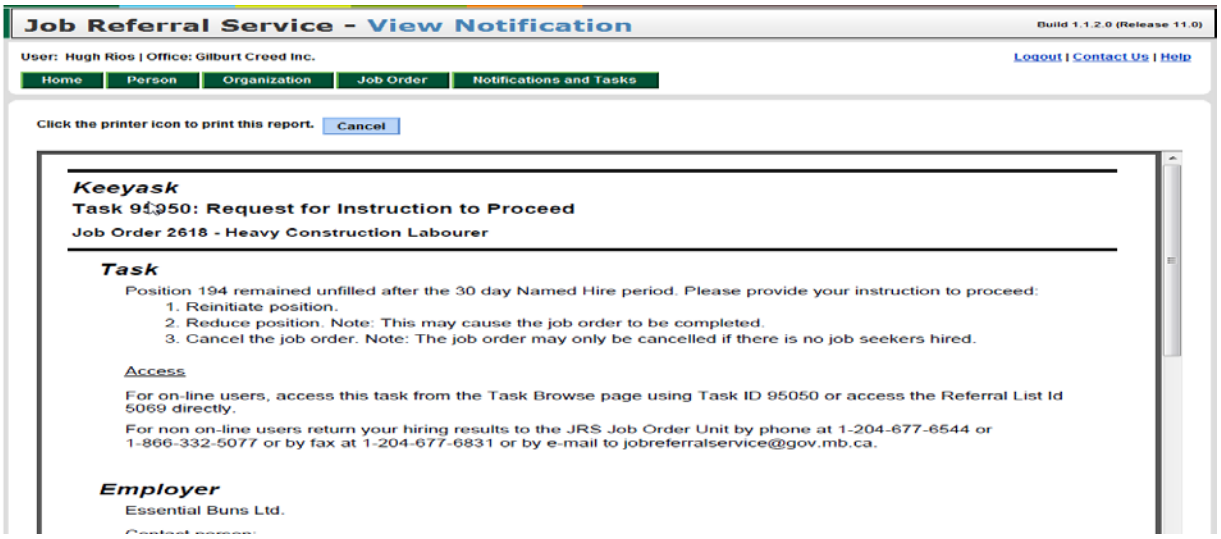


3. Click the **Take Ownership** button.
4. Click **OK** to acknowledge that you have taken ownership of the task.

Business Process	*When taking ownership of such a task, it is your responsibility to assess and process the referrals.* *Click the **Remove Ownership** button if you need to disown a task, which then becomes available for other users to take.*

View Task Details

5. Click the **View Task Details** button.
   The Task details in pdf format appears.


Job Referral Service - View Notification
Build 1.1.2.0 (Release 11.0)
User: Hugh Rios | Office: Gilburt Creed Inc.
Logout | Contact Us | Help
Home
Person
Organization
Job Order
Notifications and Tasks
Click the printer icon to print this report.
Cancel
Keeyask
Task 95950: Request for Instruction to Proceed
Job Order 2618 - Heavy Construction Labourer
Task
Position 194 remained unfilled after the 30 day Named Hire period. Please provide your instruction to proceed:
1. Reinitiate position.
2. Reduce position. Note: This may cause the job order to be completed.
3. Cancel the job order. Note: The job order may only be cancelled if there is no job seekers hired.
Access
For on-line users, access this task from the Task Browse page using Task ID 95050 or access the Referral List Id 5069 directly.
For non on-line users return your hiring results to the JRS Job Order Unit by phone at 1-204-677-6544 or 1-866-332-5077 or by fax at 1-204-677-6831 or by e-mail to jobreferralservice@gov.mb.ca.
Employer
Essential Buns Ltd.

6. Click **Cancel** button to return to the Task Details page.

Activity 3–H: View Notifications and Process Tasks **Cont'd**

Perform the Task

7. Click the **Perform Task** button.
   The page where action is required appears.

Business Process	*When a task is completed, the JRS system automatically changes the task status to 'Completed'. Some tasks may allow the user to manually complete a task by clicking on the **Complete Task** button.*

8. Click **Cancel** button to return to the Task Details page.
9. Click the **Return to Task List** button to return to the Task Browse page.

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